

JOB DESCRIPTION

Job Title: Executive Assistant (EA) to the Senior Tutor

Department: Tutorial

Reports to: Senior Tutor

Purpose of role: To provide high level, confidential, professional, administrative and organisational support to the Senior Tutor who has overall strategic responsibility for the College's academic, educational and student welfare provision and policy alongside their departmental and other external commitments which need to be managed with their College role. To act as the principal interface between the Senior Tutor, key stakeholders within the College, across the collegiate University, the wider HE network and those bodies associated with the Senior Tutor's external work, including public engagement.

The Executive Assistant will be involved in co-ordinating every aspect of the Senior Tutor's workload from end to end, working independently and with the wider team enabling the Senior Tutor to effectively deliver all aspects of the role including preparation for weekly Council meetings where the Senior Tutor reports on a wide range of academic, welfare and administrative matters.

The Executive Assistant is also expected to provide similar administrative support to the Deputy Senior Tutor where this is not delegated to the Head of Tutorial Services, in particular, diary management and administration associated with relevant Committees.

Key accountabilities:

Office & Diary Management

- Deal promptly and professionally with emails, written correspondence and other enquiries addressed to the Senior Tutor / the Senior Tutor's Office, highlighting urgent or important actions. Respond independently where appropriate, draft responses on behalf of the Senior Tutor, or redirect enquiries to others for their response and action.
- Bring to the attention of the Senior Tutor only those issues which are of priority and require necessary input from the Senior Tutor, dealing with other matters independently.
- Organise documents which require signature, ensuring that this is done in a systematic and time-efficient manner.
- Act as the first point of call and interface for the Senior Tutor's Office communicating with staff, students, University partners and others in a professional, sensitive and confidential manner.
- Maintain a filing system for both electronic and hardcopy data.
- Manage the Senior Tutor's and Deputy Senior Tutor's calendar using effective diary management skills to balance various priorities and commitments.
- Ensure that the Senior Tutor is properly briefed and has all relevant documentation ahead of all meetings, both internal and external, including papers for the University's Senior Tutors' Committee. Prompt and assist with follow-up actions.
- Process and record all invoices allocated to the Tuition Fund, ensuring appropriate sign off.

Committee Administration & Governance

- Help prepare the Senior Tutor's weekly report to Council, collating and drafting into the report all items appropriate to the Senior Tutor's business, with input from appropriate colleagues. This includes standing items of Council business, routine reporting of awards, reports from various Committees and other items of reserved or unreserved business that require Council's consideration. Maintain a tracker of matters submitted to Council and their respective minute references, including items of uncompleted business. Prompt the Senior Tutor, or others, where follow up actions are required.
- Plan ahead and manage the administration for a number of key College Committees chaired by the Senior Tutor (ST) and the Deputy Senior Tutor (DST) ensuring that meetings are efficiently organised and that information is effectively and promptly communicated. This includes drafting agendas, distributing papers appropriately, reviewing minutes, and keeping records of all documents. Committees include:
 - Education Committee (ST)
 - Education & Research Expenditure Committee (ST)
 - Liaison Committee (DST)
 - Equality & Diversity Committee (DST)

The committees are supplemented by various working groups and *ad hoc* committees for which the ST/DST must prepare.

- Build and maintain Sharepoint sites to host various Committee papers and required for other administrative purposes.
- Assist the Senior Tutor and the Head of Academic and Educational Services in monitoring teaching appointments and maintaining relevant personnel files. This could involve updating data on the teaching staff database, from appointment through to resignation or retirement. Keep track of key dates and prompt the Senior Tutor or Head of Academic and Educational Services when action is required (e.g., appraisal, mid-term review, reappointment or retirement).
- Assist the Senior Tutor and the Head of Academic and Educational Services with HR recruitment processes, including setting up interview schedules, corresponding with candidates, monitoring applications and references, and drafting of appointment letters and associated documents.
- Co-ordinate the periodic review and updating of College Ordinances and other policies and procedures that fall within the remit of the Senior Tutor's Office, keeping an up-to-date tracker of policies, relevant Committees and renewal dates.
- Manage range of activities involving external parties in relation to both the Senior Tutor's College business and non-College-related public engagement and other activities, ensuring that College and non-College commitments do not overlap.
- Take minutes when required, review minutes, and keep records of all documents.

Meetings and events management

- Arrange occasional lunches, dinners and other College functions on behalf of the Senior Tutor/Deputy Senior Tutor.
- Coordinate times and locations for internal and external meetings between internal and external stakeholders and the Senior Tutor (e.g., College Committee meetings, University meetings, 1:1 meetings with students, colleagues and VIP guests, conferences and other external events).
- Prepare/brief the Senior Tutor ahead of time e.g., researching into particular subjects for meetings or speeches, or collating background information from previous minutes or the College Ordinances.
- Respond to requests from external bodies for further information (e.g., conference organisers requiring bios etc. for their documentation) and process expenses.
- For external meetings and travel, liaise with external representatives to manage often complex itineraries, booking of events, meetings, conference calls and accommodation.
- For internal meetings, book rooms, arrange equipment and Wi-Fi, and organise catering.
- Meet and greet external visitors on behalf of the Senior Tutor including senior executives from external and international organisations.

Support colleagues and the broader fellowship

- Take lead role in implementing and supporting digital systems that support the work of the Senior Tutor and colleagues. This includes web editing, building and managing sites in Sharepoint and maintaining other electronic data and document management systems.
- Oversight of all stationery supplies within the department (orders and distribution) and photocopier maintenance. Maintain inventory and ensure safe storage and signing out of all non-staff equipment, in particular laptops used for exams and other purposes.
- Carry out directed research, or other project work, to support the development and implementation of College policies, projects and strategies e.g., the preparation each year of the College's White Book distributed to all junior and senior members.

The College reserves the right to make reasonable changes to the duties and requirements in the job description, which may be necessary to meet the changing needs of the role or to reflect the latest technology or best practice.

PERSON SPECIFICATION

Criteria	Description
Experience	<ul style="list-style-type: none"> • Proven track record in a high-level administration role which has included experience of diary management, email management and meeting organisation. • Experience in a Personal Assistant/Executive Assistant role at an executive level assisting senior executives in a fast-paced, high intensity environment, ideally in an academic context.
Skills and personal attributes	<ul style="list-style-type: none"> • Excellent interpersonal and communication skills. • The ability to anticipate needs, classify, be adaptable, meticulous, keep calm under pressure and prioritise a diverse and changing workload with competing deadlines, handling matters confidentially and with tact and diplomacy. • Ability to respond to enquiries and convey decisions in a friendly, professional and helpful manner. • Ability to prioritise own workload and demonstrate a proactive working style with strong self-motivation. • Ability to exercise judgement, demonstrate ownership, take initiative, and think creatively to anticipate issues that may arise and solve problems. • Positive relationship builder and team player, capable of working with a variety of stakeholders with discretion, determination and a sense of humour. • Flexible, patient, tactful and enthusiastic. Excellent multitasking and organisational skills. • Excellent attention to detail and a high level of accuracy, with proof-reading/editing experience. • Excellent time management. • Excellent IT skills including substantial experience of Microsoft Office programmes (especially Outlook, Word, Excel, and Access), databases, diary management, data-sharing and web editing tools (e.g., Wordpress).
Qualifications	<ul style="list-style-type: none"> • Degree level qualification or substantial experience at a senior level in the capacity of Personal Assistant/Executive Assistant or within a Higher Education establishment in a closely related role.

EMPLOYMENT DETAILS

Rate of Pay:	Within the range of £38,665 - £41,800 per annum.
Hours:	36.25 per week, Monday to Friday.
Probationary Period:	6 months.
Holiday:	25 working days per annum plus 8 public holidays.
Meals:	Free lunch is provided for staff whose duties cover this period when working in College.
Pension scheme:	A pension scheme, which complies with the requirements of the Occupational and Personal Pension Schemes Regulations for auto-enrolment, will be available after three month's service. All staff will become members unless they choose to opt out.
Private Health Care:	Membership of a free health care and a dental care scheme are available. Staff are able to join the schemes after successful completion of their probationary period, subject to eligibility. This is a taxable benefit.
Gym:	Membership of the College gym is available for a modest fee. Inductions are compulsory.
Sports & Social Club:	The Trinity College Staff Sports and Social Club, run by a committee of staff, offer regular outings to places of interest, and organises functions including a Christmas event.
Cycle to work Scheme:	A tax-free benefit allowing you to spread the cost of a new bike, including either a pedal bike or an e-bike, and equipment for it, over 12 months, maximum limits apply after successful completion of their probationary period, subject to certain limitations.
Employee Assistance Programme:	To support staff emotional and physical wellness, we provide free access to an employee assistance scheme, available 24/7. This is a free and confidential telephone and web-based information and support service providing staff with access to professional consultants and counsellors.
Childcare:	Access to a workplace nursery, subject to places being available.
College Punts:	Use of College punts at a subsidised rate.
Access to College:	The College is unable to provide parking on site. Access to and parking in the City Centre is becoming increasingly difficult. The City Council has provided several Park and Ride sites around the city outskirts, with regular bus services. Many members of staff cycle to work and the College may be able to provide covered cycle parking.