

JOB DESCRIPTION

Job Title: Team Administrator, Senior Bursar's Office

Department: Senior Bursar's Office

Reports to: Director of Investment, Property

Purpose of role: The role provides high-level, confidential, and professional administrative support to the Director of Investment, Property ("DoI") and Investment Manager, Equities and Sustainability ("IM"). The role will involve being a primary interface between the Senior Bursar's Office ("SBO") and other departments within the College, external asset managers and advisors, solicitors, insurance brokers & insurance providers, and other organisations as required.

Background to the role:

The Team Administrator post sits within the SBO which manages the endowment of the College (including the Trust Funds and the Pension Scheme) as well as its broader finances.

Key accountabilities:

This Role Holder ("RH") will have four key areas of responsibility:

- a) PA support for the DoI and IM, including anticipating and managing priorities, organising workload, supporting on drafting of key papers, representing them in meetings, proactively managing and structuring diaries and activities, and general administrative support.
- b) Co-ordinating the operations including office supplies.
- c) Coordinating the sealing process.
- d) Providing administrative support for key processes in the property and the public & private equities portfolios.

These areas will require:

1. Providing high level PA support for the DoI and IM, including managing their diaries, arranging internal and external meetings, supporting on papers, organising their deliverables, booking rooms, meeting and greeting visitors to the College, arranging hospitality, and booking travel. The Personal Assistant will represent the DoI and IM in meetings where needed and act as the first point of contact for them.
2. Prioritising, directing, and replying to routine enquiries, whether electronic, verbal, or by post, to the appropriate destinations. This includes i). organising emails directed to collective mailboxes for the Property and Equities portfolios and ii). drafting and formatting replies. Liaising with external property managers and external advisors, as necessary, including issuing approvals as and when directed by the DoI and IM.
3. i). Producing and seeking input on the weekly college sealing list and managing the sealing process and ii). assisting with the production and formatting of property and securities matters that are presented in College Council Papers.
4. Prioritising and directing recommendations, invoices, commercial and legal reports, and general & specific property matters as and when raised by the DoI and IM, external property managers and other

external advisors, custodian, and managing activity in the appropriate systems (for example, the recommendation and invoice tracker documents).

5. Organising recommendations, invoices, and files (electronic and paper) including printing, photocopying, scanning, shredding, and archiving.
6. Implementing and maintaining new procedures and administrative systems in line with overall objectives, continuously suggesting ways to streamline and improve efficiency.
7. Co-ordinating office operations including ordering supplies, arranging confidential waste to be collected, opening and redirecting post, booking rooms, arranging lunches within college, collecting guests, etc.
8. Arrange and manage events in line with overall objectives, updating the DoI and IM on a weekly basis. The RH would be expected to negotiate as required.
9. Working closely with the Executive Assistant to the Senior Bursar to provide cover where required.

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.

PERSONAL SPECIFICATON

- Good general education to at least A-Level, but preferably degree level or equivalent, or with equivalent experience.
- Prior experience as a Personal/Executive Assistant in a fast paced and technical environment, desirably from an investment or financial services environment.
- Proven track record in high level and complex administration, diary and meeting organisation, and email management.
- Positive relation builder and team player, capable of working with a variety of stakeholders with discretion and determination.
- Excellent written and oral communication skills.
- Up to date I.T. knowledge with excellent keyboard skills, experience of Microsoft Office applications (notably Microsoft Word, Excel and PowerPoint) and electronic document management.
- Ability to use technology effectively and creatively to enhance office systems.
- Capacity to learn new software and work routines quickly.
- Ability to handle and protect confidential and sensitive data with integrity.
- Proven experience of dealing with a wide variety of people and handling issues using tact, discretion and confidentiality.

EMPLOYMENT DETAILS

Rate of Pay:	£35,692 per annum.
Hours:	36.25 per week.
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.