

Job Description

| | |
|----------------------------|---|
| Job title: | Executive Assistant to Bursar / Chief Operating Officer |
| Department: | Bursary |
| Outline: | <p>The role of the Bursar's Executive Assistant is to manage and organise the Bursar's Office, ensuring it operates efficiently and effectively, providing full administrative support and advice to the Bursar.</p> <p>The Bursar is responsible for finance and investment management, the College estate including provision of student accommodation, IT, HR, conferencing, catering and the day-to-day administration of the College. The Bursar is also responsible for various inter-collegiate matters.</p> <p>This is an important post, affording the postholder a mix of autonomy and collaborative working as well as supporting a crucial function at the College.</p> |
| Reporting to: | Bursar |
| Hours: | 37.5 per week. Hours are as required to discharge the duties of the post (an average of 37.5 hours per week). |
| Salary Band: | College Band 5 |
| DBS check required? | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> IF YES, Basic <input type="checkbox"/> Standard <input type="checkbox"/> Enhanced <input type="checkbox"/> |

Main duties and responsibilities:

- Plan and pro-actively manage the Bursar's busy work schedule, including arranging appointments, organising meetings and events. Ensure that meeting dates are calendarised for any preparatory work and papers to be done in good time, alerting the Bursar to matters arising.
- Prepare first drafts of agendas and standing papers. Take minutes at various College committee meetings, producing them to an accurate and high standard. The principal College committees that the Bursar handles are Finance, Investment, Personnel, Domestic Estates and Events, IT Strategy and Remuneration.
- Manage the Bursar's correspondence (email inbox and post), responding where appropriate on the Bursar's behalf to enquiries, categorizing email for attention to urgent matters, delegating and passing on other matters.
- Be a main and first point of contact for appointments, discussions, correspondence involving the Bursar's office.
- Manage the Bursar's office in his / her absence, acting on own initiative to establish priorities necessary to the smooth running of the office, and if necessary, to inform the appropriate College Officers of the action taken.

- Act as an interface between the academic staff, administrative staff, students and external bodies, prioritising communications on a wide range of subjects and circulating communications to staff.
- Other administrative tasks - Prepare annual insurance review, review/issue tenancy agreements for College flats, Research grant claims, assisting on Freedom of Information request responses (support is provided), ensuring that all replies are made within the timeframe required.
- Document safe-keeping, including establishing and maintaining effective record keeping and certain information on the College website. Ensure the safe-keeping of deeds and other legal documentation relating to the College property and investments.

Cover

- On occasion, provide absence/leave cover for the President’s PA and the College Administrator.

Other

- Any other reasonable duties that may from time to time be required, commensurate with level of post.

Person Specification

| | Essential | Desirable |
|--------------------------------------|---|---|
| Qualifications | The EA to the Bursar/Chief Operating Officer should be educated to at least A level | A degree or equivalent |
| Skills, knowledge, experience | <ul style="list-style-type: none"> • A reliable, organised and skilled administrator, able to assimilate information quickly • Practical experience of drafting correspondence • Effective administration of committees, papers and documentation • Effective diary management • A sound knowledge and high proficiency of MS Office software | Understanding of the UK General Data Protection Regulations |
| Personal attributes | <ul style="list-style-type: none"> • An ability to drive work/issues forward using their own initiative • Adaptable, flexible, practical • Discreet and diplomatic • An ability to remain calm, work under pressure and to tight deadlines • Ability to interact and communicate with College Fellows, staff, students and College visitors in a professional manner | |

Salary and Conditions

Hours are as required to discharge the duties of the post, an average of 37.5 hours per week. The postholder may be expected to work overtime when required (overtime is not paid but time owed may be taken in lieu during quieter periods).

Applications are welcome from all sectors, private, public and third/charitable.