

Job Description

Job title:	PA to Bursar and Chief Operating Officer
Department:	Bursary
Outline:	<p>The role of the Bursar's Secretary/PA is to manage and organise the Bursar's Office and ensure it operates efficiently and effectively, and to offer full general administrative support to the Bursary function including, in particular, the HR manager.</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>
Reporting to:	Bursar
Reporting to the post holder:	None
Hours:	<p>37.5 per week.</p> <p>Hours are as required to discharge the duties of the post (an average of 37.5 hours per week). No overtime payable for this role.</p>
Salary and Salary Band:	£28,500 - £30,000pa (Internal College Band 5)

Main duties and responsibilities:

- Work independently to provide personal assistance to the Bursar by organising work schedules, pro-actively following up outstanding matters and helping the Bursar keep to their schedule.
- Be a first point of contact for appointments, discussions, correspondence involving the Bursar's office. Sort in-coming mail and invoices and pass to appropriate department for action.
- Pro-active management and maintenance of the Bursar's diary, including arranging appointments, organising meetings and events. Where the Bursar is the convenor or chair of committee meetings, ensure that meeting dates are correctly scheduled in the College calendar to guarantee correct committee reporting lines.
- Screening 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, identifying and deleting or otherwise monitoring spam and unsolicited mail.
- In consultation with the Bursar, prepare and circulate committee agendas and papers and to alert the Bursar to matters arising. Take minutes at various College committees and produce minutes to an accurate and high standard. The principal College committees which the Bursar handles are: Finance, Investment, Domestic Catering and Events, Personnel, Remuneration.
- Keep a schedule of reminders for recurring annual tasks and provide proactive updates and preparation to the Bursar for upcoming tasks.
- Prioritise, draft and present for approval/signature correspondence, reports, data and other documentation to an accurate and high standard. Correspondence and documents often produced from audio files produced by Bursar.

- Liaise with external bodies (including professional service providers) in respect of issues relating to the work of the College.
- 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 Senior 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. Circulate communications to staff, electronic or otherwise.
- Act as the main point of contact for answering external queries displaying tact and professionalism, including receiving complaints, referring matters where necessary and following up to ensure complaints are closed.
- Manage arrangements for visitors, audits or inspections to be undertaken within the College.
- Organise and circulate applications to for fellows' research grants.
- Oversee the voting for elections to the College Council.
- Document safe-keeping, including establishing and maintaining effective filing systems including certain information on the College's website. Catalogue and ensure the safe-keeping of deeds and other legal documentation relating to the College property and investments.
- Organise documentation in line with the Data Protection Act and the new General Data Protection Regulations.
- Complete insurance claim forms and liaise with insurance company for the annual insurance review.
- Prepare tenancy agreements for occupants of College flats and liaise with the tenants on minor matters.
- Carry out administration with regard to the College's associated subsidiary businesses, including Companies House filing obligations.
- Co-ordinate Freedom of Information requests, ensuring that all replies are made within the required framework.
- Assist with preparation of the bursary department budget as required.

HR Assistance (up to 20%)

- Undertake HR administration and assistance to the HR Manager as required. This will include but not be restricted to:
 - Assisting with HR process for new joiners and leavers
 - Following up references
 - Updating HR database with employee, training and appraisal information
 - Drafting and issuing of contract documents
 - Document scanning and filing as appropriate
 - Assistance with recruitment processes
 - Assistance with completion of survey data as and when required

PA Cover

- On occasions, cover for the President's PA and cover for the College Administration when their absence coincides.

Other

- Research or verify information for the Bursar into specific issues or problems.
- Undertake project work as required
- Any other duties that may from time to time be required as would be discussed with you.

Person Specification

	Essential	Desirable
Qualifications	The PA to the Bursar and Chief Operating Officer would be expected to be educated to at least A level, with a high degree of literacy	A degree or equivalent
Skills, knowledge, experience	<ul style="list-style-type: none"> • A highly competent administrator, and skilled PA • Effective diary and call management • Practical experience of drafting correspondence, and committee papers and documentation • Minute taking experience • Experience of audio typing • Experience of working with databases • A sound knowledge and high proficiency of MS Office software 	<p>Experience within a College environment</p> <p>Understanding of the General Data Protection Regulations</p> <p>Interest in HR processes</p>
Personal attributes	<ul style="list-style-type: none"> • Excellent interpersonal skills • Discreet and diplomatic • An ability to work with minimum supervision and using their own initiative. • An ability to remain calm, work under pressure and to tight deadlines. • Adaptability and flexibility and an ability to manage a variable workload and changing priorities. • Ability to communicate with all 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 jobholder may be expected to work overtime when required (overtime is not paid; time owed may be taken during quieter periods).

Benefits include a pension scheme, 25 days holiday plus bank holidays, pro rata in the first year and for part-time appointments. On-site parking. Lunch is provided when the kitchens are open.