

Executive Assistant to the Vice-Chancellor



Introduction

The University has gone through a period of transformational change. The Vice-Chancellor, Professor Joanna Price, and the new leadership team have developed a strategic vision for the RAU that will ensure both relevance and sustainability.

At the forefront of agricultural education since our foundation as the Royal Agricultural College in 1845, the University now has some 1,200 undergraduate students from over 45 different countries studying at our historic campus, set in 25 acres of magnificent grounds in the heart of the Cotswolds.

A full University since 2013, the RAU is an acknowledged leader in education and applied research relevant to the land-based industries notably agriculture, rural land management, property and the built environment, the food supply chain, agribusiness, countryside and environmental management and equine management and science.

The Role

To partner and provide fundamental support to the Vice-Chancellor. Working together closely, this role acts as a first point of contact with internal and external stakeholders. Supporting the Vice-Chancellor, through the provision of pro-active and flexible confidential support.

Job title: Executive Assistant to the Vice-Chancellor

Department: Administration: Vice-Chancellor's Office

Responsible to: Vice-Chancellor

Location: Cirencester

Salary: Grade 7: Circa £35,000 per annum

Term: Permanent, full-time: average 40 hrs/week , Monday to Friday

Relationships with: Staff, students, governors, alumni, other HEIs, external organisations and agencies

Key Responsibilities

- 1 Providing full administrative and secretarial support to the Vice-Chancellor
- 2 Providing line management of additional support

- 3 Managing emails for the Vice-Chancellor, prioritising, briefing and responding as appropriate
- 4 Receiving all communications to the Vice- Chancellor
- 5 Managing projects assigned by the Vice-Chancellor
- 6 Ensuring data and information required to deal with correspondence is collated and available in a timely manner
- 7 Comprehensive diary management
- 8 Liaison with members of the Governing Council and provision of some secretarial support, especially for the Chairman
- 9 Arranging and prioritising internal and external meetings and attendance at functions including travel and accommodation
- 10 To provide support as required to the Vice-Chancellor's meetings, including arranging meetings and venues, compiling agenda, sourcing papers, taking minutes and circulating papers & information
- 11 Monitoring action points from committees and meetings ensuring these are completed
- 12 Minuting meetings as required
- 13 Manage the Vice - Chancellor's expenses
- 14 Maintaining efficient paper and electronic filing systems
- 15 Being available for potential ad-hoc travel with the Vice-Chancellor
- 16 Such other reasonable tasks as may be required by the Vice-Chancellor

Person Specification

We are looking for a professional, credible and confident person with excellent organisational skills who also possesses an extremely high degree of confidentiality and integrity and the ability to work on their own initiative. Ideally degree educated.

Exceptional interpersonal skills with an ability to persuade or be diplomatic will form part of your key skills.

This is a key and busy role which means you will need to be resilient, remain calm under pressure. Possessing a can-do attitude and an ability to solve problems will come naturally to you.

The hours of work are 40 hours per week, typically 9.00 a.m. until 6.00 p.m. Monday to Friday arrangement with up to an hour for lunch. However, as often happens with high-profile roles, the need to be flexible and adaptable is essential.

REQUIREMENTS The post holder must be able to demonstrate:	ESSENTIAL (E) or DESIRABLE (D) REQUIREMENTS	MEASURED BY: A) Application Form B) Interview C) Test / Exercise
Extensive experience of providing Executive Assistant or Personal Assistant support at Senior Executive/Board level	E	A, B
Excellent IT skills - Microsoft Outlook, Word (including mail merge), Excel, PowerPoint, intranet and internet, and prepared to use other in house ICT systems	E	A, C
Minute taking experience	E	A, B
Excellent organisational skills- having the ability to manage own workload, and that of the Vice-Chancellor, and to prioritise and progress a range of tasks.	E	B
Excellent interpersonal, verbal and written communication skills, with the ability to draft letters, communications and correct documents	E	B,C
Must be prepared to work flexible hours to meet the business needs – occasional early start or later finish.	E	A,B
Proven ability to build good working relationships	E	A, B
Maintain confidentiality at all times	E	A, B
Ability to take on line management responsibilities for additional support	E	A,B
Flexibility to travel with the Vice-Chancellor within the UK on an ad-hoc basis	E	A,B
Experience in managing projects	E	A,B

Experience in managing and co-ordinating events	D	A, B
Proof reading skills	D	A, B
Understand the principles of Data Protection, freedom of information and other relevant legal obligations to support the Vice-Chancellor's responsibilities in this respect.	D	A, B
Short hand/ note-taking	D	A

Benefits of Working with Us

We have over 200 dedicated employees who are proud to work for us. Over the last year, we've continued to invest in our people. Whether our people are permanent, or join us for a few months, we genuinely take their health, wellbeing, and development seriously. A full list can be found here: <https://www.rau.ac.uk/about/jobs/benefits-working-us>

Application Procedure

If you are interested in applying for this role, please send:

- A University [Professional Services Application Form](#) available on the University website www.rau.ac.uk
- An [Equal Opportunities Monitoring Form](#) available on the University website www.rau.ac.uk
- An up to date CV with any additional information
- Please forward to the HR Team, Royal Agricultural University, Cirencester, Gloucestershire, GL7 6JS or via email to jobs@rau.ac.uk stating where you saw the advert for the role
- Closing date for applications: **10th June 2019** with first interviews on **18th June 2019**, and second interviews on **28th June 2019**.