

JOB TITLE: PERSONAL ASSISTANT

REPORTS TO: VICE DEAN FOR FACULTY/DIRECTOR OF EMBA PROGRAMME

Background

The Personal Assistant (PA) will provide overall administrative and secretarial support to both the Vice Dean for Faculty and Director of Executive MBA (EMBA) programme. The post has a wide range of responsibilities, in particular running both offices and managing complex diary arrangements. The post holder liaises closely with academic-related, assistant, and senior academic staff in the Department and the University, as well as a variety of external stakeholders and collaborative organisations.

The role

To role holder will provide a comprehensive PA service to both the Vice Dean of Faculty and the Director of the EMBA programme, ensuring the efficient and effective management of their time and work.

Main responsibilities

Office and diary management

- Monitor incoming emails/calls and resolve matters in a calm and professional manner. Record messages, convey information, and make telephone calls on behalf of the Vice Dean for Faculty and Director of EMBA Programme.
- Act as the key link between the Vice Dean and Director of the EMBA programme and staff of Cambridge Judge Business School (CJBS), Colleges and University, both internally and externally.
- Undertake word processing of letters, reports etc, including material of a confidential nature, from dictation or audio.
- Solely manage and maintain the both diaries and organise meetings and individual appointments as requested.
- Preparation of materials and bringing forward papers for meetings, conferences and interviews; arranging frequent meetings.
- All papers/documents for signature to be channelled through the post holder, in a timely fashion, ensuring that queries raised by the Vice Dean or Director of EMBA programme are addressed, before signature, as required.
- Responsibility for observing and meeting deadlines for university business; to be familiar with regulations of the University.

Correspondence, documentation, and meeting co-ordination

- Responsible for opening, reading and acting upon emails/mail received by both the Vice Dean and Director of EMBA programme, prioritising action to be taken, replying without intervention when able, drafting responses and organising papers for signature, always ensuring confidentiality and discretion.
- Draw attention to matters requiring urgent action and prepare the groundwork ready for response; liaison with appropriate staff for action in the event of the either the Vice Dean or Director of EMBA programme's absence.
- Carry out background research into a specific topics, which may include finding information on the University's or other websites; looking back at previous committee papers and minutes; obtaining information via telephone call or email.
- Create preliminary outline/draft of paper/document, as and when requested, following advice and guidance.
- Read agenda and minutes and scrutinise for information relevant to the role holder and for action; ensure that all relevant documents and files are available, and if appropriate circulate information to members of staff.
- Liaise with senior management at the CJBS, Colleges and across the University on behalf of both the Vice Dean and Director of EMBA programme as appropriate, including regular communication with other secretarial/PA staff.
- Maintain filing system, including confidential files, committee papers and records to enable easy access and retrieval of documents. Hard copy file management – taking responsibility for keeping files up to date and for planning complete re-organisation of such when considered necessary.
- Produce agendas for and take minutes at meetings, dealing with matters arising and following up actions.
- Prepare documents for, and organise, projects that the Vice Dean or Director of EMBA programme are involved with.
- Organise itinerary for external visitors – arranging for them to visit departments, give seminars and meet relevant staff, where appropriate.

Secretarial support

- Provide secretarial support for both the Vice Dean and Director of EMBA programme in connection with their research and teaching duties. This includes dealing with faculty and students, where confidentiality is required.
- Provide secretarial support in connection with their supervising duties and college related appointments.

Travel arrangements

- Arrange domestic and foreign travel and keep records and arrange reimbursement of expenses.
- Arrange detailed and complicated travel itineraries and ensure the most cost effective and efficient travel plans are made.

Financial administration

- Maintain financial records and monitor expenditure against budgets.
- Process expenses claims.
- Process purchase orders/invoices.

The person

The ideal candidate should have the following qualities, skills and attributes. You are asked to provide a CV and a covering letter demonstrating how your own experience meets these requirements:

- HND/HNC Level 4/5 vocational qualification (or equivalent level of practical experience).
- Previous PA/secretarial administrative experience.
- Highly competent in standard software packages, eg Word, Excel, Access and Outlook.
- Excellent organisational skills.
- Good time management and ability to prioritise a diverse and changing workload.
- Excellent communication and interpersonal skills.
- Demonstrate factual and theoretical knowledge of Personal Assistant/secretarial work.
- Minute taking experience.

Benefits

This is a full-time position working 36.5 hours per week. There will be a six-month probationary period. Holiday entitlement is 28 days per annum plus eight days of public holidays. The salary will be in the range £27,116-£31,406 per annum.

The full incremental salary range for the position is advertised in order to demonstrate the progression for the Grade. In the majority of cases appointments will be made at the Grade minimum; only in very specific exceptional circumstances can a higher salary be offered.

The University of Cambridge comprises more than 150 departments, faculties, schools and other institutions, plus a central administration and 31 independent and autonomous Colleges. It is one of the world's oldest and most successful universities, with an outstanding reputation for academic achievement and research.

With excellent benefits, extensive learning opportunities and a stimulating and attractive environment, the University of Cambridge is a great place to work. Our employees are eligible for a wide range of competitive benefits and services. We give them access to numerous discounts on shopping, health care, financial services and public transport. We also offer final salary pensions and tax-efficient bicycle and car lease schemes.

We have two nurseries and a holiday play scheme to help support those with childcare responsibilities and we offer various types of family-friendly leave to aid employees' work-life balance. In addition we operate a number of initiatives to promote career development, health and well-being.

Further details can be found at www.admin.cam.ac.uk/offices/hr/staff/benefits. There is also a range of information about living and working in Cambridge at www.jobs.cam.ac.uk.

Application arrangements

To submit an application for this vacancy, please search for this position on the University's Job Opportunities website at www.jobs.cam.ac.uk and click on the "Apply online" button at the bottom of the relevant job description. This will route you to the University's Web Recruitment System, where you will need to register an account (if you have not already) and log in before completing the online application form.

The closing date for applications is 4 September 2022.

Applicants are required to provide details of two referees. These will not be contacted unless the applicant is shortlisted.

Equality of opportunity at the University

The University of Cambridge is committed to a proactive approach to equality, which supports and encourages all under-represented groups, promotes an inclusive culture and values diversity. Entry into employment with the University is determined by personal merit and by the application of criteria required for the post. No applicant for an appointment or member of staff will be treated less favourably than another on the grounds of sex (including gender reassignment), marital or parental status, race, ethnic or national origin, colour, disability (including HIV status), sexual orientation, religion, age or socio-economic factors.

The University has various diversity networks which help it to progress equality; these include the Women's Staff Network, the Disabled Staff Network, the Black and Minority Ethnic Staff Network and the Lesbian, Gay, Bisexual and Transgender Staff Network.

Information if you have a disability

The University welcomes applications from individuals with disabilities. We are committed to ensuring fair treatment throughout the recruitment process. We will make adjustments to enable applicants to compete to the best of their ability wherever it is reasonable to do so and, if successful, to assist them during their employment. Information for disabled applicants is available at www.hr.admin.cam.ac.uk/policies-procedures/disabled-applicants-and-members-staff/support-services-available-within.

We encourage you to declare any disability that you may have, and any reasonable adjustments that you may require, in the section provided for this purpose in the application form. This will enable us to accommodate your needs throughout the process as required. However, applicants and employees may declare a disability at any time.

If you prefer to discuss any special arrangements connected with a disability, please contact hr@jbs.cam.ac.uk.