

Job Description

Job title: Project and Administration Assistant

Faculty/Directorate: Marketing and Communications

Grade: D

Role profile: SMD1

Full-time

Permanent

	Duties of the role
Overall purpose of the role	The Project and Administration Assistant will provide project and administrative support to the directorate and members of the Senior Leadership Team (SLT).
Main duties and responsibilities	Projects - Undertake a variety of projects, involving internal and external research and liaison, on behalf of the Executive Director and Deputy Director, as well as wider SLT as required. - Provide project co-ordination and administration as required. - Assist with drafting papers, reports, presentations and project governance and documentation. - Work closely with other departments i.e. Transformation Portfolio Office (TPO) and other change/programme boards, to support in project updates and completing relevant paperwork. - Understand the current portfolio of activities of the university/directorate in order to action queries and liaise effectively with the University Leadership Board, other management stakeholders and external contacts on behalf of the SLT. Administration - Manage the inbox and diaries of relevant SLT team members, as required, liaising with internal and external stakeholders and partners, to arrange meetings, team activities and events. - Prepare and collate information and compose correspondence, presentations, reports and papers, undertaking stakeholder liaison, desktop research and gathering information as necessary, on behalf of SLT. - Prepare papers, follow up actions, distribute and take minutes for project groups, committees/meetings as appropriate.

- Maintain and upload documentation and content onto the university's intranet site.
- Maintain the directorate's cycle of business and other monitoring documents, coordinating and managing actions as required to ensure that relevant deadlines and milestones are met.
- Provide office support and housekeeping for the Senior Leadership Team, and support the wider teams in ensuring the smooth running of the office environment as necessary, e.g. by ordering stationery and reporting any issues with equipment and the office environment.
- Produce Excel spreadsheets to collate and monitor/manage data as required.
- Support on directorate-wide pieces of work, ensuring directorate returns are completed and co-ordinated, and organise a programme of directorate meetings and engagements.
- Assist with the organisation of events such as meetings, conferences, staff development activities, and interviews for SLT as required.
- Book venues, arrange meetings and make travel arrangements for SLT. Organise/provide hospitality for visitors as required.
- Complete general office duties such as telephone enquiries, reception, opening mail (both paper based and electronic), prioritising and distributing it accordingly. Support and co-ordinate in the Health and Safety aspects of the directorate.

Finance/People Services

- Undertake and manage day to day finance activities on behalf of the directorate, including creating and confirming orders, goods receipting, liaising with suppliers and problem resolution.
- Track and monitor the directorate budget on behalf of the Executive Director and Deputy Director of MarComms, providing regular updates, highlighting any areas of concern and responding to queries as required. Support with the regular meetings with Finance to monitor and manage the budget as needed.
- Work collaboratively with SLT to support with financial governance and planning, including profiling and budget setting.
- Maintain good working knowledge of People Services processes and guidance, including recruitment, onboarding and ongoing staff management processes to support key SLT staff.
- Maintain an accurate overview of staffing in the directorate to keep records accurate and ensure any returns are correct.

Other

- This role will be required, on a pre-agreed basis, to support the facilitation of a range of university events and recruitment activities. This may include events and activities that take place outside the university's core operating hours, 8am-8pm Monday to Friday.
- To undertake travel in the UK, and occasionally overseas (if required) to attend and support recruitment activities as needed.
- To participate in key institutional events and initiatives as required (i.e. graduation, welcome weekend).
- Promote and exhibit DMU values and be a role model for the university's code of conduct.
- Perform any other duties commensurate with the job grade as reasonably required from time to time.
- Treat all DMU staff, students, contractors and visitors with dignity and respect. Provide a service that complies with the Equality Act 2010, eliminating unlawful discrimination, advancing equality of opportunity and fostering good relations with particular attention to the protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief (or none), sex and sexual orientation.
- All members of staff are responsible for their contribution to improved environmental performance and in reducing greenhouse gas emissions at DMU. It is therefore required that all members of staff are aware of how the Environmental Policy relates to their own role at the University. Staff conduct must reflect the values inherent in the Environmental Policy and where required staff must cooperate with Environmental Policy and where required staff must cooperate with environmental compliance and conformance requirements to help minimise our emissions to air, water and land.

Person Specification

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Area of responsibility	Requirements	Essential or desirable		*Method of assessment			
				A	I	T	D
Administration	Competent written and numeracy skills for preparing documents such as reports and correspondence	Essential		✓		✓	
	Proven experience of effectively managing a complex diary and inbox for a senior member of staff.	Essential		✓	✓		
	Ability to prioritise own workload with minimal supervision.	Essential		✓	✓		
	Experience of working in a busy office environment, adhering to administrative deadlines and working as part of a team.	Essential		✓	✓		
	High levels of accuracy and strong attention to detail.	Essential		✓		✓	
	Ability to organise information in a clear and logical manner, to arrange meetings and book travel arrangements.	Essential		✓		✓	
	Digital Skills – experience of maintaining and uploading documentation onto an intranet or website		Desirable		✓	✓	
	Understand confidentiality and the requirements of the Data Protection Act.		Desirable		✓	✓	
Project Coordination	Experience of working in a project environment and producing/providing documents and updates to team meetings	Essential		✓		✓	
	Ability to organise/chase project actions/information in a clear and logical manner	Essential		✓		✓	

Finance	Experience of completing Finance administration to include payment of invoices and liaising with suppliers		Desirable	✓	✓		
	Experience of maintaining and monitoring a budget		Desirable	✓	✓		
Records and reports	Competent email and internet user including experience of Microsoft	Essential		✓		✓	
	Office/Outlook packages.						
	Proven ability to use Excel spreadsheets, databases and IT presentation packages (i.e. PowerPoint).	Essential		✓		✓	
Liaison and communication	Experience of communicating effectively with internal and external colleagues and stakeholders at all levels.	Essential		✓	✓	✓	
	Excellent customer service skills.	Essential		✓	✓		
Equality and diversity	Able to provide a service to a diverse range of people to promote good relations and equality.	Essential		✓	✓		
Other requirements	Willingness and ability to work irregular hours (evening and weekends) as required	Essential		✓	✓		
	Able and willing to travel to support both UK and possible overseas recruitment	Essential		✓	✓		

***A = Application Form; I = Interview; T = Test; D = Documentary Evidence**