

**Executive Assistant**

**GRADE 7**

**Job Purpose**

To provide wide-ranging professional and organisational support to a Senior Director contributing to management and delivery of the Service. This will include managing the day to day running of the Director’s office and work plan; researching and drafting management papers and presentations; interacting with key internal and external contacts; and proactively and independently managing selected projects.

The post-holder may also supervise administrative support staff.

**Main Duties and Responsibilities**

1. As a pro-active business partner, work with the Director to plan and organise workload, including significant forward planning.
2. As agreed with the Director and other senior colleagues, take forward the delivery of actions and projects as agreed, with discretion to act independently and on behalf of the Director where appropriate. This requires the postholder to establish an excellent knowledge of the Service and wider University and to work closely with colleagues.
3. Proactively and independently contribute to complex projects, often involving multiple stakeholders and University/external offices with conflicting priorities, using judgement and discretion. Securing the input of other colleagues and services from across the University and partner organisations and negotiating and influencing to establish appropriate input.
4. Provide extensive and senior committee management services to a range of Committees and meetings. This will involve co-ordinating and drafting agendas, collating, and reviewing papers, presentations, minutes and actions.
5. Research and draft documentation and papers, briefing notes, reports, presentations, and speeches across the full spectrum of the Director’s business, undertaking background research from appropriate sources, using a broad awareness of the University agenda, and consulting stakeholders as appropriate.
6. Support the development of policies and procedures, including research, stakeholder consultation and securing necessary approvals.
7. Working with senior managers, ensure the development and implementation of effective working practices within the Director’s Office and supervise the work of others. This will involve overseeing the management of the diary and correspondence and ensuring administration systems are established, monitored, and maintained.
8. Accompany the Director as required to meetings, preparing formal minutes or notes as required and following up action points as appropriate.
9. Collate and prepare responses to industry and sector surveys and consultations on behalf of the Director and wider College or Service. Work with others to ensure these are logged and managed to deadline, allowing for any necessary internal engagement and approvals.

**Qualifications**

Skill level equivalent to achievement of Scottish Credit and Qualification Framework level 9, (Ordinary Degree, Scottish Vocational Qualification level 4), or equivalent (including professional accreditation with relevant formal training), and experience of personal development in a similar or related role(s).

**Knowledge, Skills, and Experience**

* An established track record of executive support experience in complex organisations.
* Proven problem-solving abilities across a broad range of areas.
* Experience of supervising or managing the work of others, delegating tasks, and managing quality.
* Proven analytical, organisational, planning, and problem-solving skills.
* Excellent oral and written communication skills with an ability to research and write reports for a variety of audiences and to draft and edit strategic documents.
* Ability to exercise initiative, set priorities and have a highly developed eye for detail and accuracy.
* A high degree of flexibility, ability to use negotiating and influencing skills with diplomacy and efficiency in a highly pressured environment.
* Numerate with excellent IT skills and ability to interpret, manipulate, and present data.
* Excellent interpersonal skills, including the ability to act positively with colleagues at all levels within the organisation and to contribute effectively as a member of a team.
* Awareness of University structures and priorities or national and international Higher Education environment is desirable.