UNIVERSITY OF WARWICK

Job Description

Job Title	Senior PA
Department	WMG
Grade	5

Job purpose (a brief summary of the role)	To provide PA and a high quality professional administrative support to members of the WMG Executive Team: • Pro Dean Education • Pro Dean Research This Senior PA role will support one or more of the above posts and the senior team who report into each of these posts.
Duties and responsibilities	As the key contact in WMG for members of the WMG Executive Team, the post holder has a variety of responsibilities including: • Complex diary management for the WMG Executive Team members, working with the wider WMG PA Team and the wider University PA team to arrange meetings between WMG and the members of the University Executive Board. • Manage and screen incoming correspondence and drafting correspondence on behalf of the WMG Executive Team member, ownership of any resource email and calendar accounts linked with the WMG Executive Team member. • Proactively assist and supporting the WMG Executive Team member with major projects and activities including doing research on their behalf, which will have regional, national and international reach. • Develop and maintain local administrative and data systems to compile, analyse and present information supporting the WMG Executive Team member's strategic and operational priorities • Be secretary to the corresponding Executive meetings (Education Executive, Research Executive and WMG Assembly), liaising with committee members to prepare items for the agendas, collate papers, provide briefing documents and circulate them ahead of the meeting, take minutes, capture actions and take ownership of these actions to ensure they are followed up after the meeting, and ensure the meetings are compliant with departmental governance guidelines. • Proactively produce briefing documents in advance of all meetings and events. • Work with other WMG colleagues coordinating VIP visits, events, workshops, seminars and meetings with a range of internal and external delegates. This includes corresponding with external visitors, liaising with colleagues within the department and

UNIVERSITY OF WARWICK

	the wider University who are involved with the event, scheduling dates, book rooms, arrange tours of the department, arrange speakers, catering, car parking, setting up IT/AV equipment, assisting with expenses and attend the event to ensure the smooth running of the event. • Prepare necessary paperwork involved with probation reviews and arrange and coordinate the Performance Development Reviews on behalf of the Executive with their direct reports within the University time frame. • Lead co-ordinator and organiser for the recruitment process on behalf of the Executive team member. Liaising with WMG HR to ensure the process is in line with the university guidelines. • Be responsible for managing all travel arrangements for the Executive team member including complex international travel. Searching for appropriate flights, trains and accommodation, applying for international visas, liaising with the University travel agents and WMG Finance team and ensuring all arrangements are correct before confirming the bookings. • Prepare presentations, process expenses claims, raise Opera requisitions and timesheet support on behalf of the Executive Team member • To play an active role as part of the WMG PA Team, contribute towards process improvements, provide support during busy periods and absence and ensure a professional PA service to WMG. • Develop and maintain comprehensive electronic filing systems for the WMG Executive team member Any other ad hoc duties requested by the WMG Executive member being supported.

Person Specification

The Person Specification focuses on the essential and desirable knowledge, skills, experience and qualifications required to undertake the role effectively. This is measured by (a) Application Form, (b) Test/Exercise, (c) Interview, (d) Presentation.

Essential Criterion No.	Essential Criterion Description	Measured by
E1	Educated to A-level or equivalent with A-C in GCSE English and Mathematics or equivalent.	A
E2	Proven senior Secretarial/PA support to senior managers in a busy customer facing environment, including diary management, records and filing maintenance, meetings/event organisation, arrange travel bookings and processing financial transitions.	A & C
E3	Experience of dealing with difficult or sensitive issues with tact and diplomacy.	A & C
E4	Proven experience in analysing data and report findings.	A & C
E5	Demonstrate resourcefulness, proactive approach and ability to cope under pressure.	A & C

UNIVERSITY OF WARWICK

E6	Excellent written and verbal communication skills – with the ability to always communicate in a calm and professional manner to staff and external stakeholders at all levels.	A & C
E7	Ability to work with discretion on confidential matters.	A & C
E8	Experience of working within Higher Education.	A & C
E9	Excellent IT skills, particularly Microsoft Word, Excel, PowerPoint and Outlook.	A & C
E10	Excellent independent problem solving and analytical skills.	A & C
E11	Excellent attention to detail and the ability to work to tight deadlines.	A & C
E12	Excellent organisation skills with the ability to work flexibly, pro-actively and manage own workload.	A & C
E13	Experience of updating and maintaining websites and the use of Sitebuilder or other Content Management Systems.	A & C