

JOB DESCRIPTION

Job Title:	Officer to Academic Dean (BAL)
Ref no:	BUS257
Campus:	Hendon
Faculty/Service:	Faculty of Business and Law
Grade:	Grade 6
Starting Salary:	£32,893 per annum inclusive rising to £37,722 incrementally each year
Hours:	35.5 hours per week, actual daily hours by arrangement
Period:	Permanent
Reporting to:	Academic Dean
Reporting to Job Holder:	N/A

Overall Purpose

To provide administrative, secretarial and specialist support to the Academic Dean. There is a need to work flexibly and co-operatively with other members of the team to provide a consistent service and supportive environment for all members of and visitors to the Academic Dean.

The postholder will act as first point of contact for the Academic Dean and will be responsible for coordinating the Academic Dean's correspondence, appointments and briefing papers, and will therefore manage confidentiality in a diplomatic and highly professional manner.

Working with the Academic, Dean, the postholder will plan, coordinate and draft schedules, tasks and communications, and will work collaboratively across the organisation to ensure priorities are set and deadlines are met.

As a member of the Faculty administration team, the postholder will promote a professional environment to staff, stakeholders and externals. They will service various faculty meetings, acquiring technical knowledge and providing guidance as required, contributing to the smooth and efficient operational function of the Faculty Office.

Principle duties

- Act as a point of contact for the Academic Dean's correspondence and appointments.
- Diary management handling the day to day business, including redirecting matters to other senior managers and monitoring progress.
- Prepare reports and presentations, collation and distribution of material for meetings.
- Manage sensitive and confidential information, using judgment and initiative in prioritisation of responses and issues, referring onwards where necessary.
- Support the Faculty Office Manager in undertaking well defined projects for the Academic Dean
- Manage university arrangements for Academic Dean such as travel, accommodation and procurement.
- Draft and assist the Academic Dean in the preparation of communications, presentational material and other documentation for internal and/ or external circulation;
- Ensure Academic Dean is appropriately briefed and prepared for key appointments and events.
- Create and manage an effective e-filing system that is both accessible and efficient.
- Develop and maintain effective administrative systems for tracking workflow and retrieving archives enabling the Academic Dean to respond to requests for information by the required deadlines.

- Assist Academic Dean and Faculty Office Manager with the planning, organisation and coordination of the yearly cycle of faculty activities.
- Coordinate key financial and expenditure reports as required by the Academic Dean.
- Generate purchase orders, as required, and coordinate the payment of approved invoices via PAFIS in a timely and efficient manner.
- Research and gather project data to inform decision-making for the Academic Dean. Monitor, analyse data and draft reports on the effectiveness of changes implemented.
- Schedule and service various meetings, working groups ensuring timely turnaround for minutes and tabled actions.
- Provide guidance and expertise relevant to the smooth and efficient functioning of the Faculty.
- Liaise with internal and external stakeholders
- Contribute as an active team member to improve activities, liaising across the Faculty and wider networks of subject matter experts to identify options, improvements and solutions collaboratively.
- Demonstrate a commitment to improvement by sourcing innovative ideas outside of the university.
- Initiate and support a culture of teamwork, openness to change, and resilience when faced with obstacles.
- Any other duties appropriate within the remit of this post such as graduation and clearing.
- Participate in or drive key project initiatives as required by the Academic Dean
- Scope, develop and implement project plans as required.
- Support with the requirement media needs to promote relevant networks and activities (e.g. assisting with updates and maintenance of web and intranet, including social media presence), in coordination with the Strategic Communications and External Affairs team

PERSON SPECIFICATION

Job Title: Officer to Academic Dean (BAL)

Your supporting statement on your application form will be assessed to see how you meet each of the following criteria

SELECTION CRITERIA

Education / Qualifications

Essential

- A degree or relevant work experience at the appropriate level, relevant to the role.

Experience

Essential

- Demonstrable experience in a 'Personal Assistant' role supporting senior managers in a complex organisation.
- Proven experience of servicing meetings and delivering timely, accurate and concise minutes.
- Proven experience of acquiring and conveying specialist or complex information.
- Demonstrable experience in problem solving by recognising knowledge gaps, researching and identifying viable options and presenting effective solutions.

Knowledge

Desirable

- Comprehensive knowledge and understanding of the operational requirements of the academic year in a Higher Education setting.

Skills

Essential

- Proven high level administrative skills including attention to detail, the ability to use initiative and work unsupervised
- Excellent time management skills and the ability to prioritise work demands to meet deadlines.
- Proven ability to communicate confidently and effectively with senior managers and external stakeholders.
- The ability to analyse, interpret, summarise and compare data and draw effective conclusions
- A high degree of professionalism, tact, and diplomacy, and the ability to exercise discretion regarding the handling and management of sensitive information/issues.
- Proven IT skills, including a high level of competence in MS Office software suite with particular reference to Outlook, Word, Powerpoint and Excel.
- Demonstrable commitment to fairness and the principles of equality and inclusion.

M U Services Limited

Middlesex University has established a wholly owned subsidiary, MU Services Limited, to provide professional services to the University. Staff of MU Services Limited will work alongside Middlesex University staff and will be employed by MU Services Limited. All University policies and procedures and the University Professional Services Staff Handbook will apply to MU Services Limited staff during their employment, unless where expressly stated otherwise.

Annual Leave: 30 days per annum plus eight Bank Holidays and seven University days taken at Christmas (pro rata for part-time staff) which may need to be taken as time off in lieu.

Flexibility: Please note that given the need for flexibility in order to meet the changing requirements of the University, the duties and location of this post and the role of the post-holder may be changed after consultation. The balance of duties may vary over time and will be reviewed as part of the appraisal process.

No Parking at Hendon campus: There are no parking facilities for new staff joining our Hendon campus, except for Blue Badge holders. If you are applying for a post at our Hendon campus please ensure you can commute without a car. Information on public transport to Hendon can be found here:

<http://www.mdx.ac.uk/aboutus/Location/hendon/directions/index.aspx>

We offer an interest-free season ticket loan, interest-free motorbike loan, a cycle to work scheme and bicycle and motorbike parking and changing facilities.

We value diversity and strive to create a fairer, more equitable work environment for our staff and students.

We offer a range of family friendly, inclusive employment policies, flexible working arrangements, staff diversity networks, campus facilities and services to support staff from different backgrounds.

What Happens Next?

If you wish to apply for this post please return to the portal and click on Apply Online.

If you wish to discuss the job in further detail please contact, If you wish to discuss the job in further detail please contact BAL Faculty Manager, Joanne Nunn, at j.nunn@mdx.ac.uk