

Job Description

Job Title	Faculty Executive Support Coordinator		
Grade	6	Directorate/Faculty	KSA
Department	Faculty Office	Reports to	Faculty Operations Support Manager
Direct reports	None	DBS Requirement	N/A

Job purpose

- To provide experienced, professional and confidential executive support for assigned members of the Faculty Leadership Team (FLT).
- To work flexibly as part of the Faculty Executive Support Office team in managing both the Faculty and Deputy Dean's office and ensuring a seamless service is provided to Faculty Leadership
- To contribute to faculty projects as directed by the Faculty Operations Support Manager

Role & Responsibilities

1 Proactive PA support

- Taking minutes at formal meetings
- Clerking, organising meetings, noting actions and ensuring timely follow-up/completion
- Document and data management (including use of One Drive and SharePoint)
- Coordinating induction process for new senior staff
- Proactive calendar management
- Managing complicated travel arrangements

2 Faculty Office Management

- Ensuring extensive knowledge of University finance and HR systems
- Dealing with budgets, purchase orders/requisitions
- Assisting with events, newsletters and communications
- Managing organisational charts, staff lists and distribution lists
- Processing Hourly Paid Lecturers/Guest Lecturers, contract staff and affiliates
- Collaborating with Estates, Facilities, IT and other service providers
- Receiving and welcoming important visitors to the faculty

3 Project work

- Providing support for projects within the faculty e.g. Space/Estates, Events, Short courses
- Contributing ideas and suggestions for existing and/or new projects

4 Professional Development

- Undertake regular training and continuing professional development to keep up-to-date with relevant processes, policy and practice

General Requirements

All Kingston University Staff are expected to demonstrate and work towards developing the Values Framework:

- **Innovative:** To apply new methods or ideas to facilitate progress
- **Inclusive:** To value the diversity of students and staff, treating them respectfully
- **Enterprising:** To recognise and act on opportunities
- **Ambitious:** To pursue excellence for oneself, the University, and our communities

The postholder must always carry their responsibilities with due regard to our policy, organisation and arrangements for Health and Safety at Work.

It is your responsibility to carry out your duties in line with our EDI policy and strategy and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment.

You must promote and safeguard the welfare of students/staff that you are responsible for or come into contact with.

Please note that job descriptions cannot be exhaustive, and the postholder may be required to undertake other duties, which are broadly in line with the above key responsibilities.

Person Specification

Knowledge and Qualifications	Essential	Desirable
Degree Level Qualification		✓
Proven excellent secretarial and office management skills	✓	
Sound knowledge of administrative and secretarial procedures	✓	
Experience of applying standard procedures in finance, human resources, facilities management, and other procedures	✓	
Knowledge of Higher Education		✓

Skills & Competencies	Essential	Desirable
Communication and Impact - Ability to write correct English, to give clear spoken and written information and explanations at all levels, and to take succinct and clear notes of meetings and discussions - Numeracy - Ability to use IT, including spreadsheets, databases, word processing, email, calendar, and web content	✓	
Influencing and Engaging Others - Dealing politely with others and able to convey messages clearly ask relevant and appropriate questions, and respond sensitively - Ability to maintain confidentiality - Ability to advise others and to deal with sensitive and difficult issues both in and outside the Faculty	✓	
Teamwork Ability to work co-operatively with others	✓	
Quality and Service - Ability to meet quality standards, with a habit of checking work for accuracy and presentation standards - Ability to spot mistakes in written documents and numerical data - Ability to type and enter data accurately	✓	

Planning, Organising and Thinking • Ability to organise own tasks and activities in a systematic way, juggling work priorities to meet deadlines. • Ability to apply good office practice in implementing policies and procedures • Basic research skills, data gathering and the ability to provide succinct summaries of findings	✓	
Initiative and Enterprise • Able to work within a framework and adapt to set guidelines • Able to use own initiative when required and to escalate where appropriate • Willingness to work flexible hours	✓	

Important Working Relationships

Internal:

- Faculty Leadership Team
- School Management Groups
- Academic Staff
- Course Support Team
- Internal service providers
- Staff in Directorates and University Professional Services

External:

- Academic and professional staff from other universities and art schools
- Suppliers
- Local contacts, partners etc