# Job description and selection criteria

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| Job title | Personal Assistant |
| Division |  |
| Grade and salary | Grade 4 |

## Job description

### Overview of the role

### To provide a diary management, administrative and secretarial support service for one or more members of staff.

### Responsibilities/duties

* Diary management, using initiative to make considered judgements when juggling the demands placed on the schedule
* Act as the first point of contact for visitors. Dealing effectively with postal correspondence, telephone calls, emails and faxes, diverting such correspondence to other staff where appropriate
* Organising efficiently the arrangements for meetings, including arranging appropriate catering for meetings held in the office and other venues as appropriate
* Make travel and accommodation arrangements, selecting the best price option for travel tickets
* Carry out regular stationery stock checks and place stationery orders with suppliers, make recommendations with regard to alternative equipment
* Preparing and circulating papers, agendas, minutes and drafting briefing notes as appropriate
* Maintaining, and improving as appropriate, record-keeping and filing systems
* Developing successful working relationships with academic and support staff colleagues across the department and in the wider University

## Selection criteria

### Essential

* The ability to draft correspondence
* Excellent computer skills including: email, Word, Excel and the internet
* A high standard of numeracy; the ability to manage finances
* Experience of working on confidential matters; tact and discretion
* The ability to manage and prioritise a varied and busy workload and work to deadlines
* Attention to detail and high level of accuracy

**Desirable**

* Experience of using financial information systems (e.g. Oracle Financials)