

JOB DESCRIPTION

JOB ROLE: Executive Assistant

JOB HOLDER: Tba

JOB PURPOSE: Be a supportive force in the effective and efficient function of the Executive Team to ensure that MBA goals and objectives are accomplished. Act as the Executive Assistant to the Chief Executive and wider MBA Executive Team. Provide flexible and comprehensive administrative support whilst maintaining the confidentiality of sensitive matters across all aspects of the organisation.

ACCOUNTABILITY: Reporting to the Director of Finance & HR, with dotted line reporting to the Chief Executive.

SALARY RANGE: G3 SP23–27 (£32,080–£35,608 FTE)

30 hours/week, working pattern to be agreed with line manager

Essential experience/skills/qualifications:

- Demonstrable experience of providing administrative support to senior managers and leadership teams
- Strong time-management skills with the ability to organise and coordinate multiple concurrent projects/work
- Proactive problem-solver with experience of working to tight deadlines with competing demands and schedules
- High standard of communication both internally and externally with the ability to maintain positive relationships
- Proficient IT user with the ability to learn new software and systems
- Proven ability to work with discretion and tact

Desirable experience/skills/qualifications:

- Qualified Executive PA or other relevant qualification (e.g. Business Administration)
- Experience of business performance reporting
- Knowledge of the charitable sector and governance
- Experience of developing internal processes and systems

Key responsibilities and skills

- Co-ordination of diaries, arranging meetings and conferences and preparation of documents, including taking minutes of relevant meetings
- Use own judgement in prioritising and composing correspondence on behalf of the Chief Executive seeking approval where appropriate
- Providing a communication link for the Executive, initiating cascades or relevant information, initiating first response on urgent and important issues and when appropriate delegating tasks for action

- Lead on reviewing agendas and actions of critical meetings, reviewing papers and ensuring correct with any required follow up actioned in a timely manner
- Arranging preparation and distribution of agenda, papers for meetings in accordance with MBA policies, procedures and timescales and ensure follow up action is taken
- Support the Executive Team with any major projects or events such as staff events, coordinating meetings, taking minutes, providing point of contact or implementing key activities
- Responsible for the management of the MBA generic e-mail account
- Secretary to relevant external groups such as the UK Oceanography Club and the Marine Research Plymouth Alliance
- Work flexibly as part of the Operations directorate to support work demands or cover for colleagues where required
- Secretary and Treasurer to PlyMSEF on a 2-year rotating basis with PML and UoP
- Secretary to TU Prospect Committee
- Member of AGM Committee & AGM minute-taker
- Assist with ad-hoc HR administrative tasks as needed
- Undertake any other tasks identified as being within the job holder's capabilities