

**JOB DESCRIPTION**

**Job title:** Executive Officer

**Service:** School of Health, Sport and Bioscience

**Location:** Docklands

**Grade:** Band E

**Salary:** Starting at £36,210 per annum inclusive of London Weighting

**Line Manager:** School Business Manager

**Responsible to:** Dean of School

**Never Not Moving Forward**

Build your career, follow your passion, be inspired by our environment of success. #BeTheChange

The University of East London is one of the most diverse and vibrant universities in the global capital. Our pioneering and forward-thinking vision is making a positive and significant impact to the communities we serve, inspiring both our staff and students to reach their full potential.

Born in 1898 to serve the skills needs of the 2nd industrial revolution, the University of East London has commenced Year 3 of its transformational 10-year Vision 2028 strategic plan led by our Vice-Chancellor & President, Professor Amanda Broderick, to advance Industry 4.0 careers-1st education. We have a clear route-map to provide a springboard for the jobs and opportunities of the future; drive diversity in the 4.0 talent pipeline - working in partnership to promote talent wherever it is found; and to create an inclusive and sustainable, green future.

We are looking for forward-thinking, innovative, curious, high-energy, self-aware people who are passionate about making a positive difference and who will thrive in an inclusive and diverse University community who are never not moving forwards.

As one of the most socially inclusive and international Universities and comprising one of the most diverse staff populations in the UK (50% of our professoriate identify from black or minority ethnic backgrounds), we are hugely proud of our track record in reducing inequalities (ranked 1st in the UK & 2nd globally, Times Higher Education Global Impact Rankings, 2020) and our commitment to equality, diversity and inclusion is at the heart of Vision 2028.

We are building an environment of success where colleagues are supported to achieve, and our community can flourish and thrive. We are an accredited Investors in People Award Institution and have achieved the Investors in People Health and Wellbeing Award. With Athena Swan Awards and being one of a small number of Universities to have achieved the Race Equality Charter Award, we continue on our journey to address and reduce barriers to opportunity.

So, if you are looking to build your career in a dynamic, inclusive and performance-focused team and are inspired by our environment and drive for success, we want you to apply to join the University of East London. We are looking for inspirational individuals who have a passion to make a positive difference to people and planet, creating a more sustainable future for everyone.

**JOB PURPOSE:**

To provide high quality, professional executive assistance to the Dean of the School of Health, Sport and Bioscience. This role will also be given delegated activities by the School Business Manager.

**MAIN DUTIES AND RESPONSIBILITIES:**

**Communication and liaison**

* Diary management, management of email, coordinating incoming and outgoing correspondence, managing meetings and appointments and proactively resolving conflicting demands and commitments
* Meeting preparation and briefings
* Oversight of booking and coordination of travel arrangements
* Coordinating purchase card reconciliations, reimbursements of expenses and other financial processes
* Coordinating various projects, including planning and prioritising tasks and liaising with stakeholders to ensure timely project delivery
* Undertaking background research, collating, analysing and presenting data to inform executive briefs
* Exercise discretion, sound judgment and diplomacy in managing stakeholder relationships

**Committee Management**

* Working with the Dean and the School Management Team and School committees/sub-committees and associated meetings
* Proactively producing agendas (aligned with schedule of business); collating, reviewing and circulating relevant documents; accurate and clear minute-taking and the distribution of minutes; and proactive management of follow-up action items to ensure resolution within the agreed timeframes

**Project Management**

* Plan, and manage long-term Dean of School and School based projects and events, taking initiative to ensure continual improvement

**Policy overview and research**

* Monitor closely emerging political developments
* Work with other University departments to provide briefings and other research to inform senior-level decision-making
* Collate and analyse management information
* Prepare draft presentations and speaking notes for the Dean of School.

**PERSON SPECIFICATION**

**EDUCATION QUALIFICATIONS AND ACHIEVEMENTS:**

**Essential criteria;**

* Degree and/or commensurate work experience with professional qualifications (A/C)

**KNOWLEDGE AND EXPERIENCE:**

**Essential criteria;**

* High performance track record in committee/meeting management (I)
* Experience of executive office systems and processes (A)
* Understanding the Higher Education sector and broader policy contexts, as well as the ability to identify sources of further information and expertise (A)

**Desirable criteria;**

* Experience of working in the Higher Education sector (A)
* Relevant experience in policy analysis(A)

**CUSTOMER SERVICE:**

**Essential criteria;**

* Experience of providing high levels of customer service in a fast-paced, highly demanding, changing environment whist still maintaining accuracy & attention to detail (I)

**PLANNING AND ORGANISING:**

**Essential criteria;**

* Experience in project management including contributing to and delivering on large projects and planning and prioritising work and resources on a daily, weekly, and monthly basis (I)

**TEAMWORK AND MOTIVATION:**

**Essential criteria;**

* Working positively as part of a support team at the head of a large organisation including being flexible and adapting working practices in accordance with team or corporate priorities (I)

**COMMUNICATION:**

**Essential criteria;**

* Good communication skills (both oral and written) in order to receive digest and effectively deliver complex information to a range of audiences, both externally and internally (A/I)
* Experience of handling confidential, sensitive, and/or commercial information using integrity and discretion (A)

**LIAISON AND NETWORKING:**

**Essential criteria;**

* Experience of maintaining and developing a network of internal and external stakeholders and understanding their priorities (I)

**ANALYSIS AND RESERCH:**

**Essential criteria;**

* Experience of gathering data and using analytical methods to digest and assess information to produce reports that identify key issues and findings (A)

**INITIATIVE AND PROBLEM SOLVING:**

**Essential criteria;**

* Experience of using your own judgement to make decisions, considering the impact, assessment of possible outcomes and chances of success, also anticipating and highlighting options and issues that will need to be considered including prioritising and assessing dependencies (A/I)

**OTHER ESSENTIAL CRITERIA;**

Commitment to and understanding of equal opportunities issues within a diverse and multicultural environment (I)

**Criteria tested by** **key:**

A = Application form

C = Certification

I = Interview

T = Test