



University of East London

Pioneering Futures Since 1898

Job Title	Executive Officer to the Dean
School / Service	School of Childhood and Social Care
Grade and Salary Range	E
Location and Hybrid working status	Stratford
Reporting to	Executive Dean of School
Responsible for	N/A
Liaison with	Heads and Deputy Heads of Department, Director of Operations (Health Campus), Technical Support Manager (Health Campus), Business Administration Support Manager (Health Campus)
Contract type	Permanent

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#BeTheChange

THE UNIVERSITY OF EAST LONDON

If you are seeking a career that combines innovative education with a passion for crafting positive change, look no further than the University of East London. Founded in 1898 to meet the skills needs of the 2nd industrial revolution, we're now in Year 5 of our ground-breaking 10-year Vision 2028 strategic plan, orchestrated by our Vice-Chancellor and President, Professor Amanda Broderick.

Our goal is to advance industry 5.0 careers-first education and provide a clear path to the jobs and opportunities of the future. We are committed to driving diversity in the 5.0 talent pipeline, working in partnership to promote talent wherever it is found and creating a sustainable, inclusive, and green future.

But we can't achieve this goal alone. We need forward-thinking, innovative, and curious individuals like you to join our community and help us shape the future. As part of our team, you'll have the opportunity to work with a diverse range of people who share your passion for generating positive change. We're an inclusive and welcoming community that is constantly moving forward, never satisfied with the status quo.

If you're ready to join a team that values your outstanding skills and perspectives and is dedicated to making a difference, we invite you to explore a career with us. We are excited to welcome versatile individuals who are committed to advancing their careers while making a positive impact on the world.

THE SCHOOL OF CHILDHOOD AND SOCIAL CARE

The School of Childhood and Social Care is a new initiative formed by bringing together the existing Schools of Psychology and EduCom. By combining these two cognate disciplines into a single entity, the university seeks to foster greater interdisciplinary collaboration, enhance the student experience, and increase community engagement and services. The new School

is intended to create a critical mass and unlock new opportunities for growth and efficiency, in line with the broader vision of the Stratford Health Campus.

JOB PURPOSE

To provide high quality, professional executive assistance to the Dean and Vice Dean of the School of Childhood and Social Care.

KEY 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 to support School committees/sub-committees and associated meetings as required
- 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.

KNOWLEDGE, SKILLS, AND EXPERIENCE

Essential

- High performance track record in committee/meeting management

- Experience of executive office systems and processes
- Understanding the Higher Education sector and broader policy contexts, as well as the ability to identify sources of further information and expertise
- Experience of providing high levels of customer service in a fast-paced, highly demanding, changing environment whilst still maintaining accuracy & attention to detail
- 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
- Experience of handling confidential, sensitive, and/or commercial information using integrity and discretion
- Experience of maintaining and developing a network of internal and external stakeholders and understanding their priorities
- Experience of gathering data and using analytical methods to digest and assess information to produce reports that identify key issues and findings
- 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

Desirable

- Experience of working in the Higher Education sector
- Relevant experience in policy analysis

COMPETENCIES REQUIRED

- 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
- 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
- Commitment to and understanding of equal opportunities issues within a diverse and multicultural environment

EDUCATION, QUALIFICATIONS AND ACHIEVEMENTS

Essential criteria

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

UEL is an inclusive equal opportunities employer and are proud of our Equality, Diversity and Inclusivity achievements. We expect all employees of UEL to accept our EDI policy and will not tolerate discrimination in any form. As an employee of UEL, we expect you to follow all relevant Health & Safety policies.

We're a disability confident employer and value all applications. Please let us know if you require any reasonable accommodations throughout the recruitment process.

So, if you'd like to take your career to the next level with us here at the University of East London and are passionate about our environment and commit to success, we want you to apply today!