JOB DESCRIPTION

Department: Strategic Planning & Change
Post Title: Project and Executive Assistant
Grade: RHUL 6
Reports to: Director of Strategic Planning & Change

Main purpose of role:

The role sits within the Strategic Planning & Change department at Royal Holloway, University of London. This team is responsible for providing strategic planning and project management support to the College as part of the strategic planning process and the delivery of the College’s strategic objectives.

This role provides key planning, project and administrative support to the department. The post holder will contribute to the analytical work undertaken by the department to support for the College’s strategic planning process and provide support for change projects.

The post holder will also provide Executive Assistant support to the Director of Strategic Planning & Change.

A graduate or equivalent, or with relevant experience, the successful candidate will have an eye for detail and an aptitude for the analysis and interpretation of data. Experience of supporting project delivery and working in a structured project framework would be an advantage. Good communication skills and the ability to develop effective working relationships with colleagues at all levels across the institution will be essential.

The main duties include:

Executive Assistant and Administrative Support

1. Maintaining a working knowledge of the Director’s activities and work priorities to put in place the necessary administrative support including diary management, arranging meetings and other miscellaneous administrative assistance as required.

2. Booking training and conference events for the Strategic Planning & Change team members, making travel arrangements and preparing itineraries and programmes.

3. Undertaking general office administrative support to the Strategic Planning and Change team. This will include arranging general meetings, team meetings and away days and maintaining annual leave and sickness records.
4. Preparation and distribution of meeting papers, drafting correspondence and reports and taking accurate notes at meetings.

5. Completing financial transactions including invoices, purchase orders and expense claims. The tracking of invoices and monitoring of expenditure across the department budget in order to assist the Director with the financial management of the budget.

6. Maintain and update the department’s website and assist Strategic Planning and Change colleagues with innovative ways to promote the services offered by the department, putting in place the resources and materials to increase awareness of the department’s services.

**Project Support**

7. Service project and committee meetings as appropriate; this will include scheduling and coordinating meetings, preparing agendas, collating and circulating papers, minute taking and following up actions.

8. Conduct research to support initiatives and projects; this will include work with the business analysts in the team to gather evidence to support project decision making and the production of business cases.

9. Work with the Strategic Planning and Change Project Managers to develop project management tools and templates.

10. Support the Strategic Planning and Change Project Managers in coordinating a Project Manager’s network across the College

11. Administer and update project documents and prepare reports.

12. Develop effective internal and external working relationships and cross-team working between Strategic Planning and Change and other sections of professional services and academic departments in order to implement projects and strategic development initiatives.

**Planning and Analysis Support**

13. Provide support to the Deans, Academic Departments and Director of Strategic Planning and Change during the annual planning round. This will include organising planning meetings, collating and circulating papers and assisting Strategic Planning & Change colleagues in the production of departmental performance data.

14. Assist in production of analytical reports and management information, for example benchmarking institutional data, undertaking market analysis, analysis of internal datasets and analysis of survey results (e.g. NSS, DLHE and internal surveys). This will include extracting data from relevant sources (usually excel spreadsheets), sorting data, using pivot tables and presenting the data in an appropriate format for accessible interpretation by colleagues e.g. graphs and pie charts.

15. Assist in the production of high quality management information in response to ad-hoc requests from across the College. This might include information on comparator data, information about the details of programmes offered at other institutions and year on year comparisons on specific measures such as entry tariffs.

16. Assist in the production of College ‘facts and figures’ for inclusion on the intranet.

17. Any other duties as required by the line manager or Head of Department that are commensurate with the grade.
As the needs of the College change so the above job profile, duties and location of the role within the College will be adjusted accordingly.