# JOB DESCRIPTION

**Job Title:** Administration Assistant  
**Department / Unit:** Governance & Legal Services  
**Job type** Professional Services  
**Grade:** 4  
**Accountable to:** Executive Officer to Council  
**Accountable for:** N/A

## Purpose of the Post
Governance & Legal Services comprises four areas: the Secretariat, Internal Audit, Legal, and the Health & Safety Department.

The Administration Assistant post is based in the Secretariat, legal and internal audit team. The Governance & Legal Services team comprises the Director of Governance & Legal Services, Legal Counsel and Deputy Secretary to Council, Head of Governance, Executive Officer to Council, Internal Audit Manager, Governance Officer and Governance Assistant. The team is responsible for providing legal, governance, regulatory and compliance advice to the College and has responsibility for the commissioning of internal audit services, and managing the relationship between the external audit firm and senior members of the College and Council. Importantly, the team also manages the business of the College’s governing body and its committees, providing the Chair of Council and Vice-Chair with high level support and guidance in governance matters.

The post holder will support the Executive Officer for Council in providing a streamlined service to College Council and its Committees as well as providing a broad range of administrative support to the Secretariat, Legal and Internal Audit team.

## Key Tasks

### Council Committees / Other Committees
1. Be responsible for providing full administrative support for the meetings of College’s governing body (Council) and its committees and other committees as required including:
   - Scheduling meetings for Council and all its committees, liaising with members as required
   - Pro-actively and independently making the necessary arrangements eg: booking rooms, refreshments, arranging car parking and other requirements for Independent Council members
Be responsible for collating committee papers so that papers are circulated by the required deadline, liaising and negotiating with senior members of College as required.

Be responsible for proof-reading documents, writing the cover sheets, and for ensuring that committee papers are professionally presented.

Publishing the minutes of Council and Committee meetings in a timely fashion.

2. Be responsible for the management of the Hilda Martindale Trust fund, including:

- Writing the annual report for Council
- Liaising with the trustees
- Developing and maintaining the website
- Managing fully the application process and the issuing of awards

**Council Business**

3. Be responsible for providing operational and administrative support for Council business including:

- Maintaining the membership records for Council and its Committees including declaration of interests
- Managing the electronic archiving of meeting records
- Administering expense claims for independent members of Council
- Other such administrative tasks as may reasonably be required

**General**

4. Be responsible for the initiation, development and maintenance of the Directorate website, ensuring that it conveys the primary information effectively for a range of stakeholders.

5. Be responsible for the researching, drafting and production of the College Committees Handbook, liaising with committee secretaries across the College and ensuring that all committees have a clear schedule of delegation and reporting lines as appropriate; maintain the Committee organisational chart and apply critical analysis to identify any lack of clarity in governance structures.

6. Contribute to service delivery by providing advice, support and assistance to staff, council members and external contacts in relation to a full range of matters, escalating to other members of the team, where necessary.

7. Raise requisitions and perform such other administrative finance tasks as may be required on behalf of the team.

8. Maintain records for the Directorate and provide the monthly returns required such as staff sickness and annual leave.

9. Network and proactively liaise and maintain regular contact with key departmental personnel and with external contacts with the purpose of improving service delivery, promoting collaborative working and sharing best practice.

10. Work proactively as a member of the Directorate, and with other members of the team to seek improvements in service delivery.
11. General administrative duties, including photocopying, taking telephone messages, incoming and outgoing post.

Executive Support for the Director
12. Manage the diary and provide PA support to the Director as required, acting as the first point of contact, applying discretion and tact.

Other Duties
The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the College. The post holder will be expected to undertake other duties as appropriate and as requested by his/her manager.

The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted.