## JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Strategic Planning and Executive Assistant</th>
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<tbody>
<tr>
<td>Department / Unit:</td>
<td>Strategic Planning Department</td>
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<tr>
<td>Grade:</td>
<td>RHUL 6</td>
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<td>Accountable to:</td>
<td>Director of Strategic Planning</td>
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### Purpose of the Post

The role sits within the Strategic Planning department at Royal Holloway, University of London. This team is responsible for providing strategic planning and support for College initiatives, 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 initiatives. The post holder will also provide Executive Assistant support to the Director of Strategic Planning.

### Key Tasks

#### Executive Assistant and Administrative Support

- 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, monitoring budgets and other miscellaneous administrative assistance as required.

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

- Undertaking general office administrative support to the Strategic Planning team. This will include arranging general meetings, team meetings and away days and maintaining annual leave and sickness records.

- Preparation and distribution of meeting papers, drafting correspondence and reports and taking accurate notes at meetings.

- 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.
Maintain and update the department’s website and assist Strategic Planning 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.

**Initiatives and Project Support**

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.

Conduct research to support initiatives and projects; this will include gathering evidence to support project decision making and the production of business cases.

Work with the Strategic Planning Managers (Initiatives) to develop appropriate tools and templates.

Administer and update project documents and prepare reports and provide ad hoc administrative support to the Strategic Initiative Managers to deliver key strategic initiatives.

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

**Planning and Analysis Support**

Provide support to the Senior Management Team (SMT), Academic Units and Director of Strategic Planning during the annual planning round. This will include organising planning meetings, collating and circulating papers and assisting Strategic Planning colleagues in the production of departmental performance data.

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, GO and internal surveys). This will include extracting data from relevant sources (usually excel spreadsheets) and presenting the data in an appropriate format for accessible interpretation by colleagues e.g. graphs and pie charts.

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.

Assist in the production of reporting dashboards for use by a range of staff across the institution.

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

Any other duties as required by the line manager or Head of Department that are commensurate with the grade.
<table>
<thead>
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<th><strong>Other Duties</strong></th>
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<tr>
<td>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.</td>
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<td>The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted.</td>
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