## JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Senior Administrator (Value for Money Project Board)</th>
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</thead>
<tbody>
<tr>
<td>Department / Unit:</td>
<td>Finance</td>
</tr>
<tr>
<td>Grade:</td>
<td>RHUL 6</td>
</tr>
<tr>
<td>Accountable to:</td>
<td>Senior Category Manager</td>
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<tr>
<td>Accountable for:</td>
<td>N/A</td>
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### Purpose of the Post

This is a fixed term position providing secretarial and administrative support to the Value for Money Project Board. The postholder will be required to provide proactive business management support and to assist other members of the Project Board with a range of administrative and secretarial tasks, including the servicing of the Value for Money Project Board and associated working groups.

A fundamental role of the Senior Administrator is to ensure that actions and deadlines agreed at the Board are met. They also need to work collaboratively with colleagues to produce a positive outcome from the Project Board and working groups.

### Key Tasks

#### Board Support

- Providing a pro-active business management function, working with the Senior Category Manager and Board members to identify priorities and drive forward areas of work, managing deadlines and progress-chasing to resolve issues.
- Providing an administrative service, managing diaries and arranging meetings; prioritising and organising workflow ensuring a degree of flexibility within a busy schedule.
- Ensuring the efficient management of incoming and outgoing correspondence. Identifying priorities, drafting responses and referring to other colleagues for action, where appropriate.
- Setting up and maintaining appropriate systems for efficient record-keeping, brought forward, follow-up etc.
- Dealing with enquiries and issues promptly, using initiative and judgement to investigate and ‘triage’ matters and make appropriate decisions, resolving issues or escalating as appropriate. This will often involve dealing with sensitive and confidential matters and providing intelligence/background to the Project Board.

#### Administrative and Secretarial Support

- Servicing the Value for Money Project Board and associated working groups to support the Senior Category Manager. This will include drafting and producing reports, presentations and agendas. Arranging and organising formal and informal meetings, including minute-taking.
- Undertaking ad hoc tasks, as directed by the Senior Category Manager, in support of staff within the VFM Project Board. This will include researching and analysing data/information and monitoring progress.

**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.

**Internal and external relationships**

The following list is not exhaustive but the post holder will be required to liaise with: Staff and students at RHUL, Suppliers and Students Union.