## Executive Assistant

**Purpose of the Post**

The Principal's Office support team is led by the Principal's Executive Officer. The team provides a central business management function, supporting the Principal's Office and other members of the senior executive in their duties ensuring that the senior team is appropriately briefed and kept abreast of issues.

As well as their operational responsibilities these posts have an important representational role in dealing with students, staff, parents, stakeholders, members of the public and VIPs.

### Key Tasks

- Manage complex diaries, ensure that executive committees and project meetings are prioritised and momentum is maintained.
- Organise committee meetings, prepare agenda, send out papers, take minutes and follow up on actions arising. Book meeting rooms and refreshments when needed.
- Participate in, support and/or organise events such as lunches, dinners, degree ceremonies, events and conferences.
- Understand and operate effectively within the College's processes, in particular finance, purchasing and expenses.
- Build and maintain awareness on what is happening within the university both in the academy and professional services.
- Act as a first point of contact for general enquiries from both internal and external sources.
- Work as a team to ensure the Principal's Office is open on campus each day.
The successful candidate will be proactive and enthusiastic and be able work as part of a small busy team. They must be able to demonstrate they can interact with people at all levels and backgrounds and be effective in building positive and effective working relationships both internally and externally.

Strong communication skills and fluency in both written and spoken English are therefore an essential requirement, together with discretion, tact and diplomacy.

Further essential skills include an organised approach, minute taking experience, the ability to solve problems and previous experience providing support at Board level.

There is some out of hours working.

**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:
- students, staff, parents, stakeholders, members of the public and VIPs