A blue background with white text

Description automatically generated

**Executive Assistant**

**GRADE 8**

**Job Purpose**

To provide wide-ranging professional and organisational support to a member of the Senior Management Group in facilitating the delivery of University objectives. This will include researching and drafting strategic policy papers, presentations, and speeches; engaging with key contacts to promote and progress activity across the assigned portfolio; engaging with internal and external stakeholders at all levels and deputising where necessary; and proactively and independently managing selected projects across the full spectrum of designated responsibilities and priorities.

The role will report directly to a member of the Senior Management Group.

**Main Duties and Responsibilities**

1. Lead and manage a range of complex projects using judgement and discretion to drive performance and organisational efficiency, engaging with others from across the University and externally. This requires the role holder to establish an exceptional knowledge of the SMG member’s thematic remit along with the wider University community and to work closely with SMG members and their offices.
2. Proactively and independently contribute to strategically significant projects, often involving multiple stakeholders and other University/external offices with conflicting priorities, using judgement and discretion. Securing the input of other colleagues and services from across the University and partner organisations and negotiating and influencing to establish appropriate input. This is likely to involve convening and managing project teams for multiple projects.
3. Provide extensive and senior committee management services to a range of Committees, Management meetings, etc. This will involve coordinating and drafting agendas and collating and reviewing papers and presentations, as well as leading on associated action plans, ensuring actions are delivered to agreed timelines.
4. Follow up and lead on the delivery of actions on behalf of the SMG member and ensure the delivery of urgent actions. This requires the role holder to be aware of immediate priorities and pressures and to be sensitive to the strategic direction of the University.
5. Assist in the drafting of papers for the University Senior Management Group.
6. Research and draft papers, briefing notes, reports, presentations, and speeches across the full spectrum of the SMG member’s responsibilities and priorities, undertaking substantive background research from appropriate sources, and using an awareness of the full range of University policies.
7. Accompany the SMG member, as required, to ad hoc meetings, preparing formal minutes or notes, and following up on action points as appropriate, leading on resulting actions when needed.
8. Collate and prepare responses to industry and sector surveys and consultations. Ensure these are logged and managed to deadline, allowing for any necessary internal engagement and approvals.

**Qualifications**

Skill level equivalent to achievement of Scottish Credit and Qualification Framework level 8 (Scottish Vocational Qualification level 4, Higher National Diploma) or equivalent, and experience of personal development in a similar role.

**Knowledge, Skills and Experience**

* Advanced knowledge of national and international HE environment and public policy issues as they relate to, HE and related areas**.**
* An established track record of providing advice, influencing and implementing strategy and long-term goals.
* Excellent oral and written communication skills with an ability to research and write reports and presentations for a variety of audiences and to draft and edit strategic documents.
* Proven analytical, organisational, project planning and problem-solving skills with the ability to act on own initiative and be proactive.
* Demonstrable ability to act calmly and methodically, to set priorities, work with diplomacy and efficiency in a highly pressured environment.
* An ability to generate innovative solutions, demonstrating a clear understanding of the strategic aims of the related area of work.
* Excellent interpersonal skills, including the ability to act positively with staff, students, and a wide range of external contacts at all levels.
* Numerate with excellent IT skills and advanced ability to interpret management information and manipulate data.
* Possess an awareness of internal and external risks and issues that may affect area of work.
* The ability to understand and interpret complex information and take lead responsibility in briefing colleagues accordingly.