Further particulars for the post of Executive Assistant to the Director of Education & Senior Tutor

Maternity cover – 13.5 month fixed term contract

September 2017
Requirement

St John’s College wishes to appoint to the fixed term post of Executive Assistant to the Director of Education & Senior Tutor. The post provides a full, comprehensive and high level strategic, administrative and support service to the Director of Education & Senior Tutor. The post is fixed term due to the need for a maternity cover only. The post-holder is head of the Senior Tutor’s Office, one of the administrative offices within the Senior Tutor’s Department (please see organisational chart attached) and is responsible for the management of all work and projects within this office. The post-holder is also responsible for the line management of staff in the Senior Tutor’s Office, which has two staff members (Senior Tutor’s Administrator and the Scholarship Administrator). This is a maternity cover contract offered for a period of 13.5 months or until the post-holder returns to work, whichever is sooner. Ideally the appointee for the fixed term post will start on 27 November 2017.

St John’s College

St. John’s College was founded in 1511 by Lady Margaret Beaufort, the mother of King Henry VII. It is one of the oldest of the University colleges and has over 500 undergraduate and 300 post-graduate students, and around 150 Fellows in a very wide range of academic disciplines. The charitable purposes of the College are the advancement of education, religion, learning and research. The College is currently able to accommodate all its students in College and nearby hostels and houses. All Fellows have a study in College and some are fully resident in College. Additionally, the College employs some 250 Assistant Staff. The College is a very diverse community with approximately 20 per cent of its undergraduates and 50 per cent of its graduates coming from overseas.

Further information on the College can be found on the College website www.joh.cam.ac.uk

College Aims: The statutory aims of the College are the promotion of education, religion, learning and research.

Department Aims: The Senior Tutor’s Department has the following aims:

(i) **Leadership** - To offer academic and intellectual leadership for the education and welfare of students at the College.

(ii) **Education** - To ensure that academic supervision and all relevant facilities and services related to the provision of education for College students are made available to the highest standards.

(iii) **Welfare** – To offer complete and sound pastoral advice and support, covering all aspects of student welfare, for both undergraduate and graduate students.

(iv) **Undergraduate Admissions** – To secure admission to the College of the applicants most capable of benefiting from the education being provided, irrespective of social, economic, religious or ethnic background, or disability.

(v) **Graduate Admissions** – To secure admission of the most able graduate students to the College, to ensure that their needs and interests are met, and to ensure that they can pursue their advanced studies and research to the highest possible standard.
Job title: Executive Assistant to the Director of Education & Senior Tutor

Department: Senior Tutor’s Office (one of the administrative offices within the Senior Tutor’s Department)

Responsible to: The Director of Education & Senior Tutor

Job Purpose: To provide a full, comprehensive and high level strategic, administrative and support service to the Director of Education & Senior Tutor. Responsible for the management of all work and projects within the Senior Tutor’s Office. Responsible for the line management of staff in the Senior Tutor’s Office.

Principal Responsibilities and Duties

Direct support of the Director of Education & Senior Tutor

- Work closely with the Director of Education & Senior Tutor to assist in the delivery of her responsibilities. Ensure complete understanding of her needs and requirements. Develop and implement time efficient processes to meet these needs and yield the best results.
- Attend meetings and events, both internal and external, with the Director of Education & Senior Tutor. Represent the Director of Education & Senior Tutor at meetings as necessary.
- Use high level analytical and writing skills to develop content and manage the compilation of reports, documents, papers, statistical evaluations and presentations undertaken by the Director of Education & Senior Tutor.
- Prepare the Director of Education & Senior Tutor for presentations, talks and meetings within College and externally, providing and writing content, and conducting the underlying research and communication as required.
- Manage the production and approval of all papers and documents for presentations, meetings and activities in which the Director of Education & Senior Tutor is involved.
- Take initiative to respond to e-mails, queries and communications received in the Senior Tutor’s Office, taking decisions to respond on behalf of the Director of Education & Senior Tutor whenever required.
- Manage the Director of Education & Senior Tutor’s activities when recruiting Teaching Staff, Teaching Fellows, Tutors and Directors of Studies.
- Advise and make recommendations to the Director of Education & Senior Tutor on any matters within her activities and responsibilities, including educational matters, strategy and policy.
- Take responsibility for the management and implementation of projects and policies developed by the Director of Education & Senior Tutor.
- Chair some Department meetings on behalf of the Director of Education & Senior Tutor.

Management of the Senior Tutor’s Office

- Manage the administrative function of the Senior Tutor’s Office. Manage contacts between the Senior Tutor’s Office and other Offices/Departments within the College and the University.
- Manage and direct the workload of the Senior Tutor’s Office, deciding upon the appropriate distribution of work to meet all aims, needs, requirements and deadlines. Continually monitor and update processes to maintain efficiency and meet changing needs.
- Manage and direct the work of the Senior Tutor’s Administrator who is responsible for the maintenance and smooth running of all high level College committees related to Education, Teaching and Welfare. Manage and direct the work of the Scholarship Administrator.
- Monitor and manage the budget of the Senior Tutor’s Office, the Teaching budget, the International Programmes budget and the budget for Scholarships and Awards.
Work with other offices in the Senior Tutor’s Department, College and University

- Participate regularly in management meetings within the Senior Tutor’s Department to ensure strong communication and coordination across different sections of the Department.
- Regularly update colleagues across the Senior Tutor’s Department on new policies, processes and decisions (both from the Director of Education & Senior Tutor and College Committees). Complete and/or distribute work as instructed by the Director of Education & Senior Tutor.
- Represent the Senior Tutor’s Office in discussions with other departments in the College and University.

Administrative Tasks

- Develop and monitor administrative processes in the Senior Tutor’s Office to ensure their success and efficiency.
- Manage processes to ensure efficient, accurate and high level responses to all correspondence received in the Senior Tutor’s Office. Delegate these communication tasks appropriately to members of the office, whilst retaining overall decision making capabilities.
- Manage the overall organisation and content of the schedule for the Director of Education & Senior Tutor and for the Senior Tutor’s Office.
- Manage research of information undertaken within the Senior Tutor’s Office, taking decisions on the usefulness of documents and feasibility of the recommendations presented by the team.
- Approve all agendas, documents and reports compiled for all internal and external meetings.
- Oversee the implementation of decisions with regard to the activities of the Director of Education & Senior Tutor as given by College Council, College committees, the Director of Education & Senior Tutor or the post-holder.
- Sign and approve documents, forms and contracts as required on behalf of the Director of Education & Senior Tutor and in the post-holder’s own right as appropriate.

The list includes the principal accountabilities of the role but is not exhaustive. Other relevant duties may be specified by the Director of Education & Senior Tutor.

Person specification

Set out below are the qualifications, experience, skills and knowledge that are the minimum essential requirements for the role or are desirable additional attributes.

Qualifications, Knowledge and Experience:

- Educated to degree level, or equivalent.
- Strong and significant previous administrative experience; qualifications or experience relating to Executive PA training would be an advantage.
- Previous relevant work experience in the University sector would be an advantage.
- Strong and competent IT skills essential, including Microsoft Word, Excel, Powerpoint, Access, Adobe Acrobat Pro and other in-house systems that may be introduced.
- Must have high literacy with skills and competency to understand statistical data.
- Experience in welcoming high profile figures is desirable.

Skills, Abilities and Competencies:

- Strong management skills and leadership skills are essential to ensure that work is completed within the Senior Tutor’s Office.
- Excellent communication skills, both written and verbal, are required as the post involves liaising and dealing with a wide spectrum of people, including Directors of Studies, Tutors, Fellows, College staff and students.
- Well-developed, proven, organisational skills.
- High degree of flexibility to respond to and resolve all necessary tasks.
- The ability to demonstrate strong initiative. Must be able to work on his/her own initiative and judgement.
- Must be able to prioritise workloads in order to meet deadlines, whilst remaining calm.
- The ability to deal appropriately with sensitive and private information and to operate in a highly confidential and professional manner.
- The ability to take decisions and make sound judgements on cases/issues as presented to the Senior Tutor’s Office.

**Terms and Conditions**

**Length of post:** This is a fixed term appointment to cover maternity leave for the current post-holder. The contract is expected to last 13.5 months, or until the current post-holder returns from maternity leave, if this is earlier. The appointee for the fixed term post will ideally start on 27 November 2017.

**Salary:** The salary for the post will be between £32,485 - £37,660 p.a. (depending on experience).

**Hours of work:** 36.25 per week

**Location:** The role is based in Cambridge.

**Contractual benefits include:**

- Membership of a contributory pension scheme after a qualifying period
- Additional Christmas salary payment
- Annual leave of 36 working days (inclusive of Bank Holidays)

**Other benefits include:**

- Free lunch in the College’s Buttery Dining Room (subject to a monetary limit)
- Free car parking close to the College (subject to availability)
- Free use of an on-site Gym
- Access to a private healthcare scheme currently provided by BUPA
- Access to a ‘cash plan’ healthcare scheme currently provided by Simplyhealth which provides some financial assistance towards the cost of everyday health expenses such as sight tests or dental check-ups after a qualifying period

The appointment will be subject to an initial probationary period of six months during which the appointment may be terminated by one month’s notice on either side. Following the successful completion of the probationary period, the period of notice is three months on either side.

**Recruitment Process**

Please include in your application:
• A completed application form;
• A brief covering letter summarising why you believe yourself to be suitable for the role and why the role appeals to you;
• A full CV

Applications should be sent:

by email to: recruitment@joh.cam.ac.uk
or by post to: HR Department, St John’s College, Cambridge, CB2 1TP

to arrive no later than **12.00 noon on Monday 2 October 2017**. Interviews are expected to take place in the week beginning Monday 16 October 2017.

Any applicants wishing to make informal enquiries about the post should contact recruitment@joh.cam.ac.uk in the first instance.

Information provided will be treated as confidential and processed in accordance with the College’s Data Protection Policy a copy of which may be obtained from the Data Protection Officer, St John’s College, Cambridge, CB2 1TP.