



1 Advertisement

Post Title: Executive Assistant to the Director of Human Resources

School/department: Human Resources

Hours: full time hours considered up to a maximum of 36.5 per week. Requests for [flexible working](#) options will be considered (subject to business need).

Contract: fixed term for 2 years.

Reference: 2308

Salary: starting at £25,941 and rising to £30,046 per annum

Placed on: 27 September 2019

Closing date: 11 October 2019. Applications must be received by midnight of the closing date.

Expected start date: ASAP

A fantastic opportunity has arisen for a highly organised and astute individual, with excellent communication skills, to provide comprehensive executive assistant support to the Director of Human Resources. As well as supervising an Administrator in delivering a quality service to the HR division.

The post-holder will provide a professional interface between the Director and her internal and external contacts. You will be responsible for managing her busy diary and making all necessary meeting arrangements. In addition, you will conduct research to ensure the Director is well-prepared for her commitments.

The post-holder will be required to maintain office systems and carry out a wide range of tasks. At times you will be required to undertake project and administrative work for the division as required by the Director.

The successful candidate will be approachable and confident, with the ability to communicate effectively with a wide range of individuals. You will be expected to work well using your own initiative with a varied workload in a busy and interesting environment.

You will have excellent communication and IT skills. You will become part of a dynamic and friendly team, which is focused on supporting the University in achieving its strategic aims.

For full details and how to apply see our [vacancies page](#)

The University of Sussex values the diversity of its staff and students and we welcome applicants from all backgrounds.

2. The School / Division

Please find further information regarding the school/division at <http://www.sussex.ac.uk/humanresources/>

3. Job Description

Job Description for the post of: Executive Assistant to the Director of Human Resources

Department: Professional Services

Section/Unit/School: Human Resources

Location: Sussex House, University Of Sussex

Grade: 5

Responsible to: Director of Human Resources

Responsible for: Personal Assistant and HR Administrator

Key Contacts:

Acting as the professional interface between internal and external customers and the Director of HR specifically. Plus support for and continual contact with the Deputy Director of HR and the Assistant Director of HR, other members of the HR Leadership team and the wider HR team. There will also be liaison across the University and with external contacts and visitors.

Job Purpose and Overview:

To oversee and provide a professional interface between the Directors' Office and key internal and external contacts, providing executive administrative support.

Main accountabilities and responsibility areas:

Including major deliverables, projects, processes, responsibility areas:

1. Professional Interface:

1.1 Providing a professional interface between the Director's Office and key contacts, proactively and efficiently addressing all queries.

1.2 Crafting professional correspondence and receipt and dispatch of internal and external mail, particularly dealing with electronic mail.

1.3 Liaison with clients/colleagues to build ongoing professional relationships.

2. Supervision:

2.1 Supervise and oversee the Personal Assistant and HR Administrator tasks to ensure delivery of excellence in-line with the achievement of the Customer Services Excellence Award by the HR Division.

2.2 Ensure all deadlines for work activities are met

3. Exemplary Communication Skills:

3.1 Explaining issues and parameters to a range of individuals on all levels of the organisation or from external sources.

3.2 Using current software packages to create professional presentations for the Director.

3.3 Explaining complicated/involved procedures and policies.

3.4 Influencing and negotiating to achieve desired outcomes in sometimes challenging situations.

4. Diary Management:

4.1 Complex diary management for the Director's office, including forward planning of workload, preparing relevant paperwork and taking minutes where necessary.

4.2 Organising external visitors; planning meeting schedules, booking accommodation, briefing visitors and internal colleagues.

4.3 Arrangement of National and International travel.

4.4 Arranging refreshments for meetings as required.

5. Committee Support

5.1 Provide strategic support/reports/facilitation to working groups, owning and delivering actions and processes as identified from meetings.

5.2 Typing, collation, minuting/noting and circulation of Committee papers as required

5.3 Preparation of relevant paperwork for meetings.

6. Research

6.1 Undertake research/data searches and information collation, drafting proposals for approval by and as requested by the Director, also producing analyses/reports for onward consideration and review.

6.2 Setting up databases and establishing procedures for collecting data in order to be able to identify patterns and trends.

6.3 Conducting enquiries into complex complaints or system failures and indicating where improvements are needed.

6.4 Selecting and designing complex questionnaires, survey methods or tests and interpreting the results.

6.5 Using data to formulate options.

6.6 Design and draft professional presentations of results of research including recommendations and conclusions (additional to as referred to in section 2.2 above)

7. Projects

7.1 Leading small to medium sized projects/initiatives as requested by the Director, which support the ongoing development of the University's People Strategy.

7.2 Develop and maintain systems/mechanisms to support key processes

8. Decision Making

8.1 To manage own workload.

8.2 To work collaboratively with the Director of Human Resources on priorities and ensuring deadlines are met and projects delivered on time.

8.3 To work collaboratively with other HR administrative staff including, but not limited to, the Academic Promotions and Senior Appointments Coordinator and the HR Administrative Assistant.

8.4 Take the lead on decision- making with regard to some aspects of team working, Agresso for example.

8.5 To decide proactively about when and how to advise the Director of HR of any issues/deadlines that could impact on the Directors time and workload.

9. Problem Solving

9.1 To solve problems relating to diary management and meeting clashes, logistics for meeting attendance, travel itineraries' and travel bookings.

9.2 Prioritisation of the conflicting demands on the Director of HR's time.

9.3 Identifying appropriate solutions for managing HR records.

9.4 Liaising with the senior staff and panel members to ensure that interviews can be held, often coordinating across different time zones and using skype.

10. Other

10.1 Budget setting processes - leading on monitoring resource usage against a budget, printing and stationery costs etc.

10.2 Maintenance of the computer based and manual files relating to the work of the Director (and their functions) including confidential material.

10.3 Expected to build and maintain professional/specialist skills and to become a member of appropriate formal networks through professional bodies.

10.4 Requirements to supervise additional administrative staff may be required as part of departmental changes.

4. Person Specification

SKILLS / ABILITIES

	Essential	Desirable
Successful track record and experience of working as an executive assistant for executive level managers	X	
Ability to supervise a small team and where appropriate set priorities.	X	
Professional and engaged written, oral (including negotiation) telephone and interpersonal communications skills.	X	
Ability to liaise professionally and proactively with a diverse range of audiences.	X	
Ability to draft business-like email correspondence and tailor template letters.	X	
Able to identify and act on changing priorities and meet deadlines	X	
Ability to use initiative to resolve or refer problems as appropriate.	X	
A proactive and engaged approach to problem solving.	X	
Ability to Touch Type		X

KNOWLEDGE

Essential Desirable

Experienced Word and Excel user.	X	
Finance/budgetary systems, eg. Finance system or equivalent.	X	
HE sector administration		X

EXPERIENCE

	Essential	Desirable
Considerable experience of operating effectively in an administrative role within a busy environment.	X	
Working in a complex organisation.	X	
Supporting the work of Committees.		X
Previous administrative experience in HE Sector and an understanding of the high level issues affecting the HE Sector.		X
Experience of supervising		X

QUALIFICATIONS

	Essential	Desirable
GCSE (or equivalent) English and Maths A* - C	X	
Educated to A level standard or equivalent.	X	
Educated to degree level or equivalent		X