



**Birmingham  
Newman  
University**

**Executive Office Administrator**

**(Post Reference: NU0725)**

**Part Time: 22.5 hours / 3 days per week**

**Salary Scale: £31,387 - £33,882 per annum (pro rata)**

**Vice-Chancellor**

Professor Jackie Dunne



February 2025

## **Job Description**

<b>Job Title:</b>	<b>Executive Office Administrator</b>
<b>Salary:</b>	<b>£31,387 - £33,882 per annum (pro rata for part time) (grade 6)</b>
<b>Hours:</b>	<b>Part time, 22.5 hours / 3 days per week</b> (Flexibility may be considered regarding working pattern – dependent on business need)
<b>Department:</b>	<b>Vice-Chancellor's Office</b>
<b>Reporting to:</b>	<b>Head of the Vice-Chancellor's Office</b>

### **The Vice Chancellor's Office**

The University Executive comprises: The Vice-Chancellor, the Deputy Vice-Chancellor, the Pro Vice-Chancellor (Students), the Chief Financial Officer, and the University Secretary. They are supported by the Head of the Vice-Chancellor's Office, a team of Senior Executive Assistants, and the Executive Office Administrator. Each member of the Senior Executive Assistant Team will have their allocated duties but will also act as part of the team to provide a holistic service to the Vice-Chancellor's Office.

### **Purpose of Post:**

We have an exciting opportunity for an Executive Office Administrator. Working as part of a dynamic and proactive team, in this fast paced and varied role, you will provide a high level of administrative support to the Vice-Chancellor's Office. You will support with the organisation and administration of meetings, the organisation of functions and events, assist in preparation of reports, and provide general administrative support for the Vice-Chancellor's Office and University projects.

This role requires a high degree of professionalism, discretion and confidentiality. The post-holder will be required to provide administrative support within a large and complex organisation, will have excellent organisational, time management and prioritisation skills, and proficient IT skills (particularly with the Microsoft Office package).

### **1. Main Responsibilities:**

- Support a range of University committees to ensure that these have effective and efficient secretarial support, including arranging the logistics of the meetings, drafting agendas, collating papers, taking minutes, and following up on agreed actions.
- Organise meetings with both internal staff and external visitors, including room booking / layout, organising catering, notifying Reception and Security of external visitors, and booking travel for members of Executive.

- Provide general administrative support to the Vice-Chancellor's Office, including supporting with financial administrative processes, digital filing and record-keeping, admin support for projects and initiatives run within the Vice-Chancellor's Office, and other relevant tasks as required.
- Support in the organisation of allocated University events and functions, and visits to the University from VIPs and dignitaries.
- To support with the preparation of reports through undertaking research and collating information from other areas of the University as required.
- To have responsibility for updating the departmental internet and intranet pages in line with internal University guidelines and as overseen by the Head of the Office and Senior Executive Assistants.
- Supporting in the monitoring and management of a number of shared team inboxes, including signposting emails to relevant areas of the University.
- To provide cover for Senior Executive Assistants and act as a point of contact in the office, when required.
- Undertake other general administrative tasks as and when required.
- Demonstrate a strong commitment to, and act as a champion for, the University's values, including fairness, equality and diversity, at all times.
- Maintain an up to date knowledge of university procedures, processes, and current initiatives, projects and issues.
- The post holder is required to be flexible in developing their role and will from time to time be required to undertake other duties commensurate with the grading of the post.

## **2. Health & Safety:**

- Under the Health & Safety at Work Act 1974 the post holder must take reasonable care of their own health and safety and that of any other person who may be affected by their acts or omissions. The post holder must also co-operate with the University on all matters concerning health and safety and not interfere with, or misuse, anything provided for the purpose of health, safety or welfare. The post holder must follow Health & Safety requirements in line with their training and instruction, and report to management any unsafe acts or conditions, defects in equipment or facilities that have the potential to affect health and safety. The post holder must report to management any injuries they receive whilst at work.
- Where post holders line manage staff and services they will be responsible for the health, safety and welfare of those staff and services in accordance with the University's Health & Safety Organisational Arrangements.

### **3. General Terms**

This job description summarises the main duties and accountabilities of the post and is not exclusive. The post holder is required to undertake other duties of similar level of responsibility. It is anticipated that this job description will change over time in accordance with the needs of the role and the post holder will be consulted on any proposed amendments.

- It is a condition of employment that staff will not disclose any information obtained in the course of their duties other than to those entitled to receive it. The post holder must ensure that the confidentiality of personal data remains secure and that 'restricted information' or 'highly restricted information' to which they have access remains confidential during and after their employment at Birmingham Newman University. All staff must undergo appropriate data protection training as defined by the University's Data Protection Policy and comply with the University's Information Security Policy and IT User Policies including the General Conditions of use of Computing and Network Facilities, Bring Your Own Device Policy and Wireless Networking Policy.
- The University is committed to equality of opportunity. All staff are required to comply with current legislation, University policies and good practice guidance.
- All staff are required to act in a way that safeguards the health and wellbeing of children and vulnerable adults at all times. The post holder must be familiar with and adhere to appropriate safeguarding policies and guidance and participate in related mandatory/statutory training. Managers have a responsibility to ensure their team members understand their individual responsibilities with regard to safeguarding children and vulnerable adults.
- All staff are required to participate in the University appraisal process and should ensure they are familiar with the process, attend the mandatory training and plan time to prepare for their appraisal. Following the appraisal, staff are expected to undertake in any necessary learning and development and work towards the objectives that have been set.
- The University expects staff to attend any training designated as mandatory and to undertake learning and development activities to support their role.
- All absence from work must be reported in accordance with the University's Absence Management Policy and recorded on iTrent and staff are expected to be familiar with and follow the Policy.
- The University acknowledges its responsibility to provide a safe, smoke free environment, to its employees, service users and visitors. It is the policy of the University not to allow smoking on University premises other than in specifically designated areas.

#### 4. Person Specification

Criteria	Essential	Form of Assessment	Desirable	Form of Assessment
<b>Educational Qualifications and Training</b>	Good general level of education.	Application form		
<b>Relevant work experience and/or knowledge</b>	Proven experience of providing effective administrative support in a large and complex organisation.	Application form/interview	Experience of working within the Higher Education sector.  Experience of providing administrative support within an Executive office / to senior management.	Application form/interview
<b>Relevant and/or Specific skills required</b>	<p>Demonstrable experience of board/committee administration, including agenda management and minute-taking.</p> <p>Excellent communication and interpersonal skills with proven ability to build credible relationships with a broad range of stakeholders.</p> <p>Excellent organisational and administrative skills; the ability to use initiative and effectively organise own workload to balance competing priorities, remaining calm under pressure and working to tight deadlines.</p>	<p>Application form/interview</p> <p>Application form/interview</p> <p>Application form/interview</p>	<p>Experience of website content editing.</p> <p>Understanding of the principles of General Data Protection Regulation.</p>	<p>Application form/interview</p> <p>Application form/interview</p>

	<p>Strong IT skills, particularly with Microsoft Office packages (Word, Excel, PowerPoint, Teams / SharePoint).</p> <p>An excellent standard of written English.</p> <p>Ability to produce clear and concise written materials.</p> <p>Experience of working with teams across an organisation.</p>	<p>Application form/interview</p> <p>Application form/interview</p> <p>Application form/interview</p> <p>Application form/interview</p>		
<b>Personal qualities and attributes</b>	<p>Attention to detail.</p> <p>Ability to maintain professionalism, discretion and confidentiality.</p> <p>Commitment to deliver and promote equality, diversity and inclusivity.</p> <p>Flexible and proactive approach to working.</p> <p>Strong degree of initiative.</p> <p>Commitment to professional development.</p>	<p>Application form/interview</p> <p>Application form/interview</p> <p>Application form/interview</p> <p>Application form/interview</p> <p>Application form/interview</p> <p>Application form/interview</p>		

## **General Terms & Conditions of Employment**

This post is a part-time appointment, offered on a permanent basis. It will be remunerated on the single pay spine, at £31,387 - £33,882 per annum (pro rata for part time) (grade 6). The appointment is subject to meeting all pre-employment clearances and requirements of the Person Specification.

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All new employees undergo a period of probation in accordance with the University Probationary Scheme and confirmation of employment is dependent on the satisfactory completion of that probationary period.

The standard hours of work for a full time member of staff at Birmingham Newman University are based on 37 hours per week for Professional and Support Staff and 35 hours per week for Academic Staff. Your line manager will discuss with you the required working hours. The University holiday year runs from January to December for Professional and Support Staff and from September to August for Academic Staff. Annual leave entitlement for full time staff is 35 working days (pro rata for part time staff) of paid leave during the course of the holiday year (pro rata if the appointment is made during the holiday year), in addition to Statutory Bank Holidays. There may also be discretionary days and days when the University is closed on particular dates in the interests of efficiency.

### Disclosure and Barring Service

It is a condition of employment that all relevant posts are vetted by the Disclosure & Barring Service (DBS) and if it applies to this appointment you will be required to undertake a DBS check. The University will pay the fee for this service. Any false declarations or any findings from the Disclosure could affect the suitability for employment.

### Pension and Auto Enrolment

If you meet the criteria set out below, and are not already an active member of any of our pension schemes, the University is required to auto-enrol you into a suitable pension scheme.

The criteria for auto-enrolment is:

- Age - if you are 22 or over but no more than State Pension Age
- Earnings - a minimum of £10,000 per year
- Working in the UK

The pension schemes supported by Birmingham Newman University are:

- <https://www.teacherspensions.co.uk> - Teachers' Pension Scheme for academic staff
- <http://aviva.co.uk> - Aviva Scheme for professional and support staff
- <http://www.nestpensions.org.uk> - National Employment Savings Trust, NEST for staff not eligible to join either of the above schemes

You will be auto-enrolled into the [National Employment Savings Trust \(NEST\)](#) unless you are an academic and eligible to contribute to TPS, or other member of professional and support staff employed on a substantive contract of employment, in which case you will be auto-enrolled into Aviva, our defined contributory scheme. You will receive a notice from the University Payroll Department telling you that you have been auto-enrolled and advising you of your options, including the right to opt out. Once you have been auto-enrolled, you will have an option to opt-out of the pension scheme and receive a refund of your first contribution. There is a time limit of one month in which to do this, and you will have to contact your pension scheme to make this happen; **the University is prohibited, by law, from helping you to opt-out.**

## **Staff Benefits**

We offer a range of Staff Benefits including 35 days annual leave entitlement plus bank holidays (pro rata for part time posts), pension scheme, chaplaincy and spiritual care, library services, employee assistance programme, occupational health and counselling services and staff development opportunities. Further details of the full range of staff benefits available can be found on our website:

(<https://www.newman.ac.uk/knowledge-base/staff-benefits/>)

## **Procedure for Application**

Applications should preferably be submitted by e-mail (as opposed to post) on the University Application Form and should be completed in typescript wherever possible. CV's are not accepted as part of the application process unless explicitly stated. Considerable emphasis is placed in the shortlisting process on how candidates demonstrate in their application that they possess the qualifications, experience, skills and qualities which are required for the post. **Application forms should therefore refer explicitly to how you meet the essential and desirable criteria for the post you are applying for.**

The University is an Equal Opportunity Employer and we operate the Disability Confident Employer Standard which amongst other things guarantees an interview to disabled applicants who meet the essential criteria of the job specification.

Two referees should be identified who must be people who can comment authoritatively on you as a person and as an employee in relation to the level of the post, and must include your current or most recent employer or their representative. You must disclose whether you are related to any employee of the University, or to any member of the Council. Canvassing for appointment disqualifies you from being selected for interview or being appointed to the post in question.

Should you be selected for interview please be aware that we are unable to reimburse interview expenses. If you have not heard from us within four weeks of the advertised closing date, please assume that you have not been shortlisted.

**Closing date for applications: 17<sup>th</sup> March 2025**

**Interview date: to be confirmed**

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## **General Data Protection Regulations: Applicant Privacy Notice**

Birmingham Newman University collects and processes your personal data so that it can meet its statutory and legal obligations, and when it has a legitimate interest in processing personal data before, during and after the end of the employment relationship. The data which forms part of your job application (for example, application form, CV, references, Equal Opportunities Monitoring Form, shortlisting and interview records) will be stored in a range of different places, which will include the University's HR and recruitment management systems (electronic and paper based), and in IT systems (including the University's email system). Your information may be shared internally with the HR Department and with employees who are



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involved in the recruitment and selection process, but only if access to your data is absolutely necessary for the performance of those roles. The University may share your data with third parties in certain circumstances. Personal data that the University uses for the purposes of equal opportunities monitoring and reporting is anonymised or is collected with the express consent of applicants, which can be withdrawn at any time. Applicants are entirely free to decide whether to provide such data and there are no consequences of failing to do so.

The University takes the security of your data seriously and has internal controls in place to try to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by the above employees in the performance of their duties. If your application is unsuccessful, your applicant data will be destroyed 6 months following the advertised closing date of the post you have applied for. If your application is successful, your applicant data will be retained during your employment and for 6 years following your leaving date. You can access and obtain a copy of your data on request and you can ask the University to change incorrect or incomplete data. In certain circumstances you can ask the University to stop processing your data, or you can object to the processing of your data.

If you believe that the University has not complied with your data protection rights, you can complain to the Information Commissioner. Further information about your rights in accordance with Data Protection and the GDPR Regulations can be obtained from the University Data Protection Officer. A detailed Employee Privacy Notice is available to view at: <https://www.newman.ac.uk/knowledge-base/employee-privacy-notice/>