



**Senior Executive Assistant to the Chief Financial Officer**  
**Post Reference NU4925**

Salary Scale: £35,116 - £38,249 per annum (pro rata)

**Vice-Chancellor**  
Professor Jackie Dunne



Birmingham Newman University is located on Genners Lane, Bartley Green, Birmingham, West Midlands, B32 3NT.

## **Birmingham Newman University**

Birmingham Newman University is named after the 19th-century cardinal St John Henry Newman, whose 1852 work "The Idea of a University" continues to inspire our vision of a connected, supportive community of scholars. We believe that education is transformative, enabling students to understand the world in new ways and to make a positive difference within it. This is delivered through smaller class sizes, interactive learning, and a personal approach that puts student success and wellbeing at the centre.

Rooted in a Catholic tradition that champions education, equality, and social justice, we welcome students of all faiths and none. We take pride in our diverse, friendly, and inclusive environment, where every student is valued, supported, and encouraged to achieve their goals. Our mission is to serve diverse communities by making high-quality, globally connected education accessible to all who can benefit, and by carrying out research, scholarship, and professional practice that has a positive impact on.

Our modern single campus, eight miles southwest of Birmingham city centre, has recently benefited from a £20 million investment. This includes new halls for 200 students, improved teaching and social spaces, and enhanced facilities such as a state of the art law court, a careers and employability hub, a computer science lab, and an accessible student helpdesk. We are committed to sustainability, already generating 20 % of our energy needs on-site through solar power.

In 2023, we expanded our academic portfolio with the launch of the School of Nursing and Allied Health, introducing programmes in Adult Nursing, Mental Health Nursing, and Physiotherapy. This reflects our strategic aim to grow in ways that meet real world needs producing highly skilled practitioners from diverse backgrounds to support the West Midlands health sector and beyond.

Our focus on partnership with students and staff drives our success. In 2025, we were ranked 1st in England for Student Satisfaction in the Good University Guide, and in the 2024 National Student Survey we placed 1st in the West Midlands and 7th in England for full-time student satisfaction. We are among the top UK universities for widening participation: 99 % of our students come from non-selective state schools, 72.2 % are the first in their family to attend university, and over 45 % come from Black, Asian, or ethnic minority backgrounds.

We are a teaching-led university, ensuring our students benefit from regular contact with active researchers whose work enriches learning. Our Silver rating in the Teaching Excellence Framework reflects our commitment to high-quality teaching, while the latest Research Excellence Framework saw us double both the number of academic teams submitting work and our volume of world-leading research.

Our strategic objectives guide everything we do: transforming students' lives, working in partnership with them, growing responsibly, nurturing our staff, adding to knowledge and cultivating wisdom, and serving our diverse community and the wider world. Together, we foster a respectful, collaborative culture that empowers people to succeed and to make a meaningful contribution to society.

# Job Description

**Job Title:** Senior Executive Assistant to the Chief Financial Officer

**Grade:** 6A

**Salary:** £35,116 - £38,249 per annum (pro rata for part-time hours)

**Hours:** Part time / 22.5 hours per week (Monday-Friday)  
*Flexibility may be considered regarding working pattern dependent on business need*

**Department:** Vice-Chancellor's Office

**Reporting to:** Head of Vice-Chancellor's Office

## 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 and a team of Senior Executive Assistants. 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:

This is an exciting opportunity for a professional and resourceful individual to be part of a team in the Vice-Chancellor's Office, and a unique opportunity to work with the senior team in the University. The post holder will provide executive and administrative support, primarily for the Chief Financial Officer, and will service University Committees and working group meetings, and contribute to the efficient administrative operations of the Executive Office. Duties and Executive Support allocations will change depending on business need.

## 1. Main responsibilities:

As the key contact and Senior Executive Assistant for the Chief Financial Officer, to provide high-quality administrative support for them including:

- Assist the Chief Financial Officer with work related to their portfolio of responsibilities and with other projects in the office as required by the CFO or Head of the Vice-Chancellor's Office.
- To support University committees and project / working groups as required, including drafting agendas, coordinating papers, taking minutes of meetings, and proactively following up on actions.
- Producing reports, including the creation of Excel spreadsheets and data charts, presentations and briefing documents for the Chief

Financial Officer and other senior officers, undertaking research where required

- The ability to manage complex diaries and mailboxes efficiently, with effective use of time and creativity to ensure business needs are met, including organising related logistics and forward planning.
- To organise the office and office systems as required, maintain the filing and archiving systems, and to ensure that timescales are met for official responses to external bodies.
- To support the Chief Financial Officer in the development and coordination of corporate policies and processes.
- To act as a first point of contact with internal and external stakeholders and to manage contacts, deal with enquiries and queries, and liaise as appropriate with all external and professional bodies.
- To organise, co-ordinate, and manage meetings and events as required, and to assist with flagship University events, including supporting the Head of the Vice-Chancellor's Office with arrangements for the annual graduation ceremonies. This will include events being held in the evenings and weekends on occasion.
- To develop and maintain internal and external networks and knowledge of the University and the wider higher education sector.
- To undertake general administrative work on behalf of the Chief Financial Officer and/or the Head of the Vice-Chancellor's Office.
- To undertake other duties that are commensurate with the grade and role.
- In accordance with the University's Information Security Policy, the post holder will be dealing with 'restricted information' and 'highly restricted information' as part of their duties.
- Please note that this role requires the role holder to work predominately on campus.

## **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**

- Variation to Job Description

This job description summarises the main duties and accountabilities of the post and is not exclusive. The post holder may be required to undertake other duties of a 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. Therefore, University reserves the right to vary the duties and responsibilities of its employees within the general conditions of employment and related matters. Thus, it must be appreciated that the duties and responsibilities outlined above may be altered as required to meet the changing needs of the service.

- 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> | Demonstrable experience as a Personal or Executive Assistant<br><br>Experience of providing effective administrative support in a complex organisation   | Application Form/Interview   | Experience of working within the Higher Education sector   | Application Form/Interview |
| <b>Relevant and/or specific skills required</b>  | <p>Able to use the full Microsoft Office 365 package with a high degree of competence</p> <p>Experience of board/committee administration, including agenda management and minute-taking</p> <p>Experience of dealing with sensitive and confidential information and knowledge of Data Protection issues</p> <p>Excellent communication and interpersonal skills</p> <p>Excellent organisational and administrative skills</p> <p>Attention to detail</p> | <p>Application Form/Interview/Test</p> <p>Application form/Interview/Test</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview/Test</p> | <p>Knowledge of current issues and initiatives in the higher education sector</p> <p>Experience of website content editing</p> | Application Form/Interview |

|  |  |                                 |  |  |
|--|--|---------------------------------|--|--|
|  | An excellent standard of written English                 | Application Form/Test           |  |  |
|  | Experience of working with teams across an organisation  | Application Form/Interview      |  |  |
| <b>Personal qualities and attributes</b> | Ability to maintain professionalism and discretion       | Interview/Test                  |  |  |
|  | Commitment to equality, diversity and inclusivity        | Application Form/Interview      |  |  |
|  | Flexible and proactive approach to working               | Application Form/Interview      |  |  |
|  | Able to remain calm under pressure                       | Application Form/Interview/Test |  |  |
|  | A team player who works collaboratively and collegiately | Application Form/Interview      |  |  |
|  | Have a positive and proactive attitude                   | Application Form/Interview      |  |  |
|  | Commitment to professional development                   | Application Form/Interview      |  |  |



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

This post is a part-time appointment (22.5 hours per week), offered on a permanent basis. It will be remunerated on the single pay spine, at Grade 6A, £35,116 - £38,249 per annum (pro rata for part-time hours). The appointment is subject to meeting all pre-employment clearances and requirements of the Person Specification.

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 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. The post carries an entitlement to 35 working days (for a full-time position, otherwise pro rata) 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 wide 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, free on-site parking, discounted travel scheme, cycle to work scheme, 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/> or please contact the Human Resources Department.

## **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: Friday 12 September 2025**  
**Interview date: Tuesday 30 September 2025**

---

**Job Applicant Privacy Notice**

Birmingham Newman University collects and processes your personal data in order to take steps at your request prior to entering into a contract and so that it can meet its statutory and legal obligations. For further information about how Birmingham Newman University processes and protects personal data of job applicants please refer to the [Privacy Notice for Job Applicants](http://www.newman.ac.uk/privacy-notices/#blueprint_5) available at [www.newman.ac.uk/privacy-notices/#blueprint\\_5](http://www.newman.ac.uk/privacy-notices/#blueprint_5)