**JOB DESCRIPTION**

This form summarises the purpose of the job and lists its key tasks.

It may be varied from time to time at the discretion of the College in consultation with the post holder.

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| **Job Title:** Senior Administrator | **Job ref no:** PSD-0026-25 |
| **Grade:** 5 / 1.0 FTE [banding TBC] | **Department:** Professional Services |
| **Accountable to:** Principal’s Executive Officer (task & line)EA to Deputy Principal and Vice Principals (task) | **Responsible for:** N/A |

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| **Job summary:** As part of the Executive Support Team, the Senior Administrator will play a key role in complementing effective support and delivery of key tasks for the RVC’s Principal & President, Deputy Principal and Vice Principals (VPs). Key responsibilities are as follows: • To monitor, track and where appropriate action emails received by the Principal & President, in liaison with Principal’s Executive Officer, and ensure any follow up actions and reminders are undertaken promptly. • To monitor and maintain action trackers for the Principal & President, Deputy Principal and VPs.• To assist coordination of diary arrangements for the Principal & President, the Deputy Principal and VPs, to include internal meetings and committees, external meetings, conferences and events.• To scope and arrange complex travel in liaison with the Principal’s Executive Officer and the EA to the Deputy Principal and VPs, particularly in the absence of the part time Team Administrator. • To assist and provide seamless support with financial transactions and expenses (e.g. raising purchase orders, goods receipting, submitting expense claims / receipts etc), particularly in the absence of the part-time Team Administrator.• To provide support for a range of RVC meetings and committees, to include compiling meeting paperwork (e.g. agendas, meeting packs etc), monitoring and following up on actions, overseeing meeting logistics, and attending meetings and taking minutes, as required.• To organise and coordinate internal and external events (e.g. ad-hoc external visits to RVC Campus, internal strategy workshops etc), in-person and online.• To prepare, edit and file correspondence, communications, presentations and other documents, as required.• To provide substantive cover in the absence of the Principal’s Executive Officer and EA to the Deputy Principal and VPs.• To work flexibly and collaboratively with all members of the Executive Support Team, in support of the overall needs of the senior management team, to include but not limited to, the above tasks. |
| **Competency: Communication****Key tasks:** * Ensure excellent relationships with key internal and external stakeholders to include statutory and regulatory organisations, members of the College Executive Committee and Principal’s Advisory Group, students, clients, clinicians and suppliers.
* Excellent verbal, written and interpersonal skills.
* Proficiency in minute taking and report writing.
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| **Competency: Planning and organising resources****Key tasks:*** Collect and interpret relevant information to inform diary plans and pro-actively pre-empt and resolve diary clashes, in liaison with relevant colleagues.
* To maintain and update schedules of Committee members for relevant groups and panels.
* To coordinate and process financial transactions for the Principal and President and other VPs as required.
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| **Competency: Investigation, Analysis and Research****Key tasks:** * From time to time, assist with projects relevant to the remit of the senior team, which are likely to require investigation, analysis and some basic research.
* Research, collate and analyse information to create reports and briefing papers or to enable the preparation of these.
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| **Competency: Liaison and networking****Key tasks:** * Build strong relationships with colleagues across the College and with key external stakeholders.
* Liaise with representatives of external suppliers.
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| **Competency: Initiative and Problem Solving****Key tasks:** * Anticipate where challenges may arise for the VPs and PAG in effective engagement and participation across a range of responsibilities.
* Use initiative to resolve diary clashes and travel issues.
* Demonstrate a collaborative approach to problem solving with colleagues across the RVC.
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| **Competency: Knowledge & Experience****Key tasks:** * High levels of demonstrable competence in using standard desktop software packages including Microsoft Word, Excel, PowerPoint, Outlook and Adobe.
* Proficiency in Zoom and Teams to manage virtual meetings.
* Effective management of multiple diaries at a senior level.
* Comprehensive experience in providing professional meeting support.
* Ability to draft correspondence on behalf of the senior executive team.
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| **Flexibility:** To deliver services effectively, a degree of flexibility is needed, and the post holder may be required to perform work not specifically referred to above. |