

Executive Assistant Role Profile

The Union's vision is that: **Every student loves their time at Southampton.** We exist to:

- Help Students find friendship groups
- Help students complete their degree programmes
- Give students a voice in the University and wider community

Your role is contributing towards achievement of this vision is described below:

Main Purpose of Role:

1. To maximise the efficiency and effectiveness of the Chief Executive and wider Senior Leadership Team through the provision of high-level executive and administrative support.
2. To provide high-level management support and coordination for the SUSU Board of Trustees and Board Committees, Senior Leadership Team, Senior Management Team, and Sabbatical Officers.
3. To act as a point of liaison for university and external stakeholders, contributing to the development and maintenance of excellent relationships and of SUSU's reputation.

The post-holder will be party to a significant amount of highly confidential information, so maintaining confidentiality and handling information sensitively is essential to the job.

Responsible to: Chief Executive Officer
Responsible For: Administrative Support Staff
Grade: 3

Main Duties of the Role

To maximise the efficiency and effectiveness of the Chief Executive and wider Senior Leadership Team through the provision of high-level executive and administrative support. Specifically, to:

- Take a proactive approach to assisting the Chief Executive and Senior Leadership Team to be effective, thinking ahead for them, keeping them informed, and helping them plan their time.
- Maintain the Chief Executive's and wider SLT diaries, including making appointments and organising meetings, exercising judgement in prioritisation.
- Assist the Chief Executive and wider leadership in the prioritisation of workloads, responding to enquiries and requests appropriately and proactively on their behalf.
- Regularly review and improve use of Microsoft Teams and SharePoint to ensure all processes and information are as effective and accessible as possible

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- Oversee the provision of general administrative support to the Chief Executive and wider leadership team, including drafting reports, preparing presentations, and planning meetings and events.

To provide high-level management support and coordination for the SUSU Board of Trustees and Board Committees, Senior Leadership Team, Senior Management Team, and Sabbatical Officers. Specifically, to:

- Maintain an annual cycle of activity for SUSU's Boards, Board Committees, SLT, and SMT, and subsequently plan an annual programme of meetings and business.
- Prepare draft agendas; and research, co-ordinate, collate, quality assure and distribute papers in good time in advance of meetings.
- Co-ordinate meetings and agendas and take minutes for SUSU SLT and SMT meetings
- Co-ordinate the taking of minutes and maintain an action log for SUSU's Boards and Board Committee meetings and ensure these are distributed in good time after meetings.
- Follow up on progress against agreed actions, ensuring completion of agreed actions, and updating action logs in advance of subsequent meetings.
- Support organisation-wide projects, including monitoring milestone achievement, obtaining progress updates from project leads and communicating relevant information to project stakeholders.

To act as a point of liaison for university and external stakeholders, contributing to the development and maintenance of excellent relationships and of SUSU's reputation.

- Facilitate effective communication between internal and external stakeholders, including senior management, trustees, senior University staff, and representatives of other organisations.
- Respond promptly and professionally to all enquiries, redirecting as necessary and (supported by the CEO) taking ownership of responses
- Develop and maintain an up-to-date list of key University staff contacts
- Ensure the CEO and wider SLT are made aware of any problems or potential problems

Contribute to the overall effectiveness of the Union by:

- Preparing and managing relevant budgets, using resources effectively and efficiently, acting upon variances and taking account of financial procedures.
- Developing and maintaining relationships with key internal and external stakeholders.
- Participating in and driving personal learning and development.
- Attending all meetings and training events, as required.

- Ensuring that statutory and legal obligations are met.
- Supporting the implementation of the Union's strategic plan, promoting our aims and values through delivery of your personal objectives.
- Promoting the Union's various policies within your work, in particular Health & Safety, Equality & Diversity and Ethical & Environmental.
- Contributing to the positive image of SUSU with students, the University and the local community working with the team to ensure a full service is always provided, providing cover as necessary.
- Ensuring personal knowledge and skills are updated to ensure effectiveness in meeting work objectives.
- Completing other duties as may be reasonably prescribed by the Union, appropriate to the grade and responsibilities of the post.

Person Specification

We have described below the range of experience, qualifications, knowledge, skills and attributes we are looking for. We will use this to manage our selection process and also to identify any training and development needs once in post.

KEY/QUALIFICATIONS/EXPERIENCE REQUIRED	ESSENTIAL	DESIRABLE
Previous experience in a secretarial or EA to a senior manager role	x	
Appropriate professional qualification (e.g. secretarial, administrative)		x
Previous experience in coordinating and supporting high level Governance meetings		x
Previous experience of producing comprehensive meeting agendas, minutes, and reports	x	
Previous experience of process analysis, evaluation, and optimisation		x
Understanding of the requirements of GDPR and data protection regulations	x	
Previous experience working in not-for-profit or charity sector		x
Previous experience of project management, including project planning, progress reporting and project evaluation		x
High standard of organisational and coordination skills, being able to operate in a complex environment with competing priorities and a challenging workload	x	
Excellent attention to detail and a firm commitment to standards of excellence	x	
High standard of written and verbal communication skills, and able to communicate effectively with people at all levels of an organisation	x	
A high level of ability in the Microsoft Office suite, particularly Outlook, Word, PowerPoint, Teams, and Excel	x	
Ability to use initiative to work without supervision, escalating when necessary	x	
Commitment to continuing professional development	x	
Commitment to and passion for the values and purpose of a Students' Union	x	

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Able to occasionally work flexible hours, including evenings and weekends and to visit other campuses/sites as necessary

x

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Our Values

As an organisation, our values underpin our work and guide what we live by in order to achieve our mission:



Stand Strong

We stand up for students and make sure their voice is heard.

We stand strong when facing challenges and are not afraid to be different. We think big and work to achieve great things.



Join Together

We are an inclusive and diverse community of students and staff

We join together with each other, the University, and the local community to make a positive difference.



Take Responsibility

We take action on the issues that matter to students and act with integrity.

We continually work to be more sustainable, challenge discrimination and prejudice. We strive to be a force for good for students and wider society.