



### Job description

<b>Post:</b>	Senior Administrator/PA to Vice Principal – Head of Learning, Teaching and Research	<b>Grade:</b>	H
<b>Department:</b>	Learning, Teaching and Research		
<b>Responsible to:</b>	Vice Principal - Head of Learning, Teaching and Research		

### Main purpose:

- Provide extensive and confidential support to the Vice Principal - Head of Learning, Teaching and Research to help achieve the strategic aims and growth of the organisation.
- Provide high level administrative support to the Vice Principal - Head of Learning, Teaching and Research and the wider team.
- Be responsible for the servicing of the, Norland Programmes Committee, the Research Ethics Committee, Assessment Scrutiny Panel and other relevant meetings.
- Always provide high quality customer service when dealing with email, telephone and face to face enquiries from staff, students, and external parties.
- Be a Brand Ambassador of Norland at all times.

### Main responsibilities and duties:

- Provide high level administrative support to the Vice Principal - Head of Learning, Teaching and Research on a daily basis, including raising purchase orders, booking meetings, arranging travel, overseeing all itinerary arrangements, processing expenses, liaising with suppliers, printing and photocopying documents and filing and drafting responses and communication on behalf of the Vice Principal – Head of Learning, Teaching and Research, obtaining additional information and dealing with matters arising in her absence.
- Manage the calendar for the Vice Principal - Head of Learning, Teaching and Research, ensuring that meetings and events are coordinated across the academic year and that regular meetings such as line management 1:1 are timetabled efficiently.
- Assist the Vice Principal - Head of Learning, Teaching and Research with the preparation of papers and reports, drafting, editing and formatting documents as appropriate.
- Draft responses and communicating on behalf of the Vice Principal - Head of Learning, Teaching and Research, obtaining additional information and dealing with matters arising in their absence.
- Monitor the departmental budget by logging all purchase orders and expenses into the budget spreadsheet.
- Research and purchase equipment and other items the Learning, Teaching and Research department may need.
- In consultation with the Vice Principal - Head of Learning, Teaching and Research:
  - plan and programme the Programmes Committee and Assessment Scrutiny Panel establishing an annual cycle of business for each.
  - produce agendas for all meetings and arrange for these and relevant papers to be circulated to appropriate members in a timely manner prior to the meetings.
  - ensure high quality papers are drafted for the member's consideration.

- ensure all action points are acted upon and the ASR is updated.
- Coordinate and manage internal academic staff meetings (for example the Education Team meetings) including ordering lunch if required or sourcing locally for smaller meetings, taking minutes and circulating actions.
- Provide draft minutes in a timely manner for the Programme Committees, Assessment Scrutiny Panel and Education Team meetings, ensuring approved minutes are circulated for reference to relevant members
- Service the Research Ethics Committee and Research Webinars, producing Action Status Reports in a timely manner.
- Manage the coordination of the International Student Study Trip, including liaising with the external interpreter, advertising to and liaising with students, timetabling information meetings and making all travel arrangements.
- Provide administrative support to the Value-Added Curriculum including liaising with and coordinating external speakers.
- Support the coordination of Norland's charitable and community engagement activities and events, assisting with administrative duties and working with student reps and the Charities and Communities Manager.
- Provide high level administrative support to the Academic Team as directed by the Vice Principal - Head of Learning, Teaching and Research when required.
- Support with preparations for Welcome Week, including organising the printing of academic course handbooks, sending Norland ring binders to Minuteman Press for the filing of printed academic course handbooks and raising purchase orders for Welcome Week merchandise.
- During Welcome Week, work with the admissions and placements team to process first year students' DBS applications.
- Support the coordination of student wellbeing events such as student breakfasts.
- Update the Black Books as necessary throughout the academic year.
- Where applicable, maintain manual and computerised records and/or management information systems.
- To be part of the reception cover rota and assist with covering the reception desk as and when required.
- Be willing to undertake fire warden and first aid training and be a key holder to assist in opening and closing the building as and when required.
- Work with internal departments to ensure operational procedures are fully complied with.
- Take ownership of continued personal development (CPD) within your role and identify personal training needs.
- Make full use of all information and communication technologies in adherence to data protection policies to meet the requirements of the role and promote organisational effectiveness.
- Conduct all financial matters associated with the role in accordance with Norland's policies and procedures, as laid out in the Financial Regulations.
- To undertake any other duties, as required from time to time.

#### **General:**

In addition to the above, the post holder will undertake assigned duties and responsibilities effectively and efficiently, ensuring that all actions are discharged within the regulatory and legislative requirements to which Norland is subject. All staff are required to:

- Have full regard for Norland's equality and diversity, health and safety and safeguarding requirements.

- Achieve individual and team targets assigned through Norland's annual planning and staff appraisal processes including taking ownership of personal development (CPD) within your role and identify personal training needs.
- Operate within approved income and expenditure budgets.
- Participate in the Norland-wide recycling programme and to engage with new strategies aimed at sustainability.
- Be subject to Norland's approved strategies, policies and procedures and undertake all duties in line with these.
- Be aware that any breach of confidentiality in relation to sensitive information, Norland staff, student or child is considered a dismissible offence.

This job description may be subject to revision, depending on the future needs of the post and the organisation. Any changes will be discussed with the post holder prior to implementation.