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| Job description |  |

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| Job title | Personal Assistant to Senior Executive Team |
| **Department** | Principal and Secretary Office |
| **Responsible to** | Senior Executive Team |
| **Responsible for** | Not applicable |
| **Grade** | 5 |
| **Location** | UHI House, Inverness |
| Job objective | |
| To provide comprehensive, impactful, and quality PA support to a named member of the Senior Executive team to facilitate the effective and efficient operation of the management office. | |
| Key duties and responsibilities | |
| **Organisational & Planning Skills**  Provide quality PA support to Senior Executive Team members.  Deliver considered diary management and any required accompanying meeting administration.  Organise specific committee meetings, including venues, attendance, videoconference connections, agendas, papers, and minutes.  Collate, manage, and process expense claims in a timely and detailed manner.  **Initiative & Problem-Solving**  Proactively anticipate the requirements of the Senior Executive Team, working on own initiative to progress matters on their behalf.  Filter information and direct queries to other colleagues as appropriate.  Be proactive in developing and initiating collaborative PA team activities to enhance service delivery.  **Communication & Interpersonal Skills**  Assist Senior Executives in maintaining engagement and good communication between the executive office, Deans, Academic Partner Principals, and external bodies.  Ensure that the activities of Senior Executives and their teams are presented in a diplomatic and sensitive manner to stakeholders.  Deal with and draft day-to-day correspondence and messages on behalf of Senior Executives.  Build effective working relationships with the universities wider team.  **Technical & Administrative Proficiency**  Work with internal information management platforms such as Microsoft Office, Outlook, and SharePoint.  Assist in the collation and maintenance of statistics and other information for report preparation.  **Teamwork & Collaboration**  Work with the wider PA team to coordinate travel and accommodation for the Senior Executive Team.  Collaborate within the PA team to ensure a sustainable, positive, and interconnected working model.  **Professional Development & Compliance**  Participate in the university’s performance and development review procedure.  Attend training courses identified as necessary by the line manager.  Take due care of health and safety for yourself and others.  Undertake other duties as required, commensurate with the grade.  Contribute to UHI's climate, biodiversity, and sustainability goals, including net-zero by 2040. | |
| This is a description of the job as it is presently constituted. It is normal practice to periodically review job descriptions to ensure that they are relevant to the job currently being performed, and to incorporate any changes which have occurred or are being proposed. The review process is carried out jointly by the line manager and employee and you are therefore expected to participate fully in such discussions. In all cases, it is the university’s aim to reach agreement to reasonable changes, but where it is not possible to reach agreement the university reserves the right to make reasonable changes to your job description which are commensurate with your grade after consultation with you.  Date: March 2025 | |