

**University of  
Northampton**

**Administrative Assistant  
(OVC)  
Job Description**



# **Job Title: Administrative Assistant (OVC)**

## **Grade: 4**

## **Responsible to: Manager (Vice Chancellor's Office)**

### **Overall Purpose**

The Administrative Assistant will play a key role in providing high-quality administrative support within the Office of the Vice Chancellor (OVC). As part of a small and dynamic team, the post-holder will work closely with the Office Manager, Executive Assistants, and other support staff to ensure the smooth running of the office, which is responsible for supporting the Vice Chancellor and the University's executive team in their leadership and governance responsibilities.

The post requires excellent organisational skills, attention to detail, discretion, and the ability to work under pressure in a fast-paced environment. The successful candidate will be proactive, flexible, and capable of managing multiple tasks simultaneously while maintaining a high level of professionalism.

### **Principal Duties and Responsibilities**

- **Administrative Support:** Provide day-to-day administrative support, including managing correspondence, drafting routine documents, and maintaining accurate records and filing systems.
- **Diary Management:** Assist in coordinating and maintaining diaries for the Executive team, and others in the Vice Chancellor's Office, scheduling meetings, and ensuring timely preparation for engagements.
- **Meeting Coordination:** Organise and prepare for internal and external meetings, including booking rooms, preparing agendas, distributing papers, and taking minutes when required.
- **Communication:** Handle telephone and email enquiries, acting as a first point of contact for the Vice Chancellor's Office, and liaising with staff, students, and external stakeholders in a courteous and professional manner.
- **Travel Arrangements:** Assist in booking travel and accommodation for the Executive team, ensuring compliance with the University's travel policies.
- **Office Coordination:** Support the smooth running of the office by ensuring office supplies are stocked, equipment is maintained, and all necessary administrative processes are carried out efficiently.
- **Confidentiality:** Handle sensitive information with the utmost discretion and in compliance with data protection regulations.
- **Event Support:** Assist in the planning and organisation of events, such as executive meetings, conferences, and receptions.
- **General Support:** Provide ad-hoc administrative assistance as required, supporting colleagues in the Vice Chancellor's Office with a wide range of tasks and projects, and continuously seek

feedback from staff and stakeholders to identify areas for improvement and innovation in administrative practices.

## **Generic Duties and Responsibilities**

- The post holder will be expected to undertake other responsibilities and tasks as reasonably requested by the Office Manager (Vice Chancellor's Office) and the Executive team.
- The post-holder may occasionally be required to work outside normal office hours in support of the Vice Chancellor's Office.
- The post holder will be responsible and accountable for ensuring all employment legislative requirements are adhered to including equality and diversity and health and safety issues.
- The job description may be altered at any time in the future in line with the level of the post to meet changing institutional requirements, but only in full consultation with the post holder.

# Person Specification

Please ensure that your application statement provides clear and specific examples to illustrate how you meet each essential criterion. Applicants that fail to do so will not be shortlisted.

Criteria	Essential / Desirable	Assessment Methods
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## Qualifications

1	GCSE's or equivalent in English and Maths.	Essential	Application
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## Skills, Knowledge and Experience

2	Previous experience in an administrative or clerical role within a professional setting.	Essential	Application Interview
3	Proficiency in Microsoft Office (Word, Excel, Outlook, PowerPoint).	Essential	Application Interview Test
4	Excellent organisational abilities with attention to detail and the ability to manage multiple tasks and priorities.	Essential	Application Interview
5	Excellent written and verbal communication skills, with the ability to communicate professionally and effectively with a wide range of stakeholders.	Essential	Application Interview Test
6	Ability to manage time effectively, meet deadlines, and work efficiently in a fast-paced environment.	Essential	Application Interview
7	A proactive and solutions-focused approach, with the ability to anticipate issues and provide practical solutions.	Essential	Application Interview
8	Exceptional interpersonal skills with a commitment to providing excellent service to internal and external stakeholders.	Essential	Application Interview Test
9.	Experience of committee support including preparing agendas, distributing papers and minute taking	Essential	Application Interview
10.	Experience managing diaries and working in a high-pressure environment.	Desirable	Application Interview
11	Experience working within higher education or in a senior executive office.	Desirable	Application Interview

## Personal Qualities

12	Ability to adapt to organisational change and technological advances in the workplace	Essential	Application Interview
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13	A proactive, flexible approach with the ability to adapt to changing demands and priorities.	Essential	Application Interview
14	A commitment to continuous professional development and a willingness to embrace innovation.	Essential	Application Interview
15	A team player who can work collaboratively with colleagues while also working independently when necessary	Essential	Application Interview
16	Integrity and professionalism, demonstrating a commitment to ethical standards, confidentiality, and the University's values of inclusivity, trust, sustainability and aspiration.	Essential	Application Interview