



**St George's School of Health and Medical Sciences**

**City St George's, University of London**

**Executive Dean's Office**

**Executive Assistant (Executive Dean's Office)**

**Ref: 118-24-R**

**JOB DESCRIPTION**

<b>Post Title</b>	Executive Assistant (Executive Dean's Office)
<b>Grade</b>	Grade 6
<b>Contract type</b>	Full time, 6-month fixed term contract
<b>Responsible to</b>	Director, Communications and Engagement
<b>Accountable to</b>	Deputy Chief Operating Officer
<b>Liases with</b>	Senior academic and Professional and Technical Services colleagues across City St George's. Key external stakeholders.

**Overall purpose of job**

The role of the Executive Assistant (Executive Dean's Office) will lead the administrative team supporting the Interim Executive Dean/Executive Dean, Chief Operating Officer, and Deputy Chief Operating Officer. Additionally, the post holder will manage the general office administration of specified Professional and Technical services Directorates and ensure the smooth running of the Executive Dean's Office.

Reporting to the Director, Communications and Engagement, the successful candidate will work closely with the Executive Dean, Chief Operating Officer, Deputy Chief Operating Officer, and the Senior Leadership Team (SLT). This role demands a highly organised individual capable of managing a demanding workload with competing priorities. The ideal candidate will be professional, proactive, and possess excellent communication skills. They must be adept at building and maintaining strong relationships with a variety of stakeholders.

Discretion and a high level of confidentiality are essential for this role.



## Main Duties and Responsibilities

### Management

- Providing professional, well-organised and effective support to the St George's School of Health and Medical Sciences SLT reflecting best practice in senior administrative support.
- Ensuring all of the office management duties relating to the Professional and Technical services Directorates supported by the Executive Dean's Office's team are fulfilled to a high standard.
- Ensuring that all systems and processes in the Executive Dean's Office and related to the work of the Office are as efficient as possible.

### Management Support

- Providing high-level management support to the Senior Leadership Team, liaising and working across the University.
- Drafting, contributing to, coordinating and/or preparing, checking/proof-reading, formatting and producing high-level material such as correspondence, briefing documents, management reports, letters, and presentations, for internal and external audiences.
- On behalf of and under direction of the Executive Dean, coordinating activities and projects across academic leadership and/or Institutes.
- Organising, servicing and managing meetings as requested. Managing diaries and logistical arrangements as required and following up on actions as appropriate.
- Organising and supporting the administration of events, including external visitors and public engagement events and high-profile lectures, from planning to delivery, as required.

It is expected that staff working with St George's School of Health and Medical Sciences, will be involved in our mentoring and tutoring activities, as appropriate, as well as supporting admissions, student recruitment and access and widening participation activities (MMI interviews, Open Days, school visits, clearing etc) where applicable. All academic staff are expected to act as a personal tutor.

You are also expected to undertake other activities appropriate to your grade as directed by your manager. This job description reflects the present requirements of the post. As duties and responsibilities change, the job description will be reviewed and amended in consultation with the post holder from time to time. City St George's, University of London aims to provide opportunities for all its employees to develop the skills required to be successful in their role and to further develop their careers.

St George's School of Health & Medical Sciences, University of London, is committed to the San Francisco Declaration on Research Assessment (DORA) principles.



### Person Specification

Criteria	Description	Essential/ Desirable	How it is to be tested
<b>Qualifications</b>	Good standard of education	E	PQ/AF
	Evidence of Continuing Professional Development	E	PQ/AF
<b>Experience</b>	Providing a high standard of executive support to senior leaders	E	SS1/AF
	Proven ability to write professional, clear and concise material including committee meeting papers, reports and presentations	E	SS2/AF/INT
	Events organising and delivery	E	SS3/INT
<b>Knowledge/ Skills</b>	Excellent administrative skills	E	AF
	Extremely well organised	E	AF
	Excellent interpersonal and influencing skills with the ability to engage effectively with internal and external colleagues and stakeholders at the most senior level	E	SS4/INT
	Effective written skills to produce a high standard of correspondence, minutes of meetings, reports and other documentation as appropriate	E	AF / INT
	Understanding of the Higher Education (HE) sector	E	AF / INT
	Highly accurate, strong attention to detail, retained when working under pressure	E	AF / INT
	Fully competent use of Microsoft Office	E	AF
<b>Personal Attributes</b>	Professional at all times	E	INT
	Reliable and dependable	E	AF / INT



	Flexible, able to work with and adapt to rapidly changing priorities	E	AF / INT
	Ability to use initiative and work unsupervised, with a strong ability to use instinct	E	AF /SS5 / INT
	A role model for others within the Team and the wider organisation in terms of professionalism	E	INT
	Completely trustworthy	E	INT

**Key:**

PQ=Prerequisite Qualification, AF=Application Form, CV=Curriculum Vitae,  
SS=Selection/Supporting Statements, ST=Selection Test/Presentation, INT=Interview

*Note: Elements marked SS (Supporting Statements) in the Person Specification will be highlighted in Step 6 (Supporting Statements) on the online application form. Applicants' answers to Step 6 are an essential part of the selection process. Applicants should write individual supporting statements to demonstrate how their qualifications, experience, skills and training fit each of the elements highlighted in this section.*

Applicants should address other elements of the Person Specification in Step 7 (Additional Information). Shortlisting will be based on applicants' responses to Step 6 **and** Step 7. Therefore applicants should complete both sections as fully as possible on the online application form.

**Date**

August 2024



## About us

St George's School of Health and Medical Sciences is dedicated to medical, biomedical and allied health education, training and research. Sharing a clinical environment with a major London teaching hospital in southwest London, our innovative approach to education results in well-rounded and highly skilled clinicians, scientists, and health and social care professionals.

St George's has a long and illustrious history of training healthcare professionals, dating back more than 270 years. We are well known for our innovative approach to medical education, being the first UK institution to launch a Graduate Entry Medicine Programme, a four-year fast-track medical degree course open to graduates in any discipline. Now part of City St George's, University of London, St George's was the number one university in the UK for Graduate Prospects (on track), according to the Complete University Guide 2024 and second for Graduate Prospects in the 2024 Times UK University Rankings.

Our internationally recognised research delivers cutting-edge scientific discovery through four specialist Research Institutes, directly helping patients through our close links to the clinical frontline and London's diverse community. St George's was ranked joint 8th in the UK by the Times Higher Education in their Research Excellence Framework (REF) 2021 Impact Scores. 36% of St George's research was assessed as 'world-leading' and 100% of our impact cases were judged to be either 'world-leading' or 'internationally excellent.' Our Institutes focus on biomedical and scientific discovery, advancing the prevention and treatment of disease in the fields of population health, neuroscience, heart disease and infection - four of the greatest challenges to global health in the 21st century. Our values keep St George's striving to deliver its mission and demonstrate how we aspire to CARE for ourselves and others:

- Collaboration - We work as a community and engage external partners to deliver our mission.
- Ambition - We strive to achieve the best for ourselves and others, responding dynamically to new challenges.
- Respect - We are open-minded, listening to others and valuing different perspectives.
- Equity - We are inclusive, tackling inequity in all its forms.

The diversity of the people within our community at St George's is one of our strengths. We benefit hugely from the range of perspectives that come from the different backgrounds, opinions and beliefs of our staff and students and, in recognising that, we want to put our approach to diversity and inclusion firmly at our core.

More information about St George's School of Health and Medical Sciences can be found at [www.sgul.ac.uk](http://www.sgul.ac.uk).

City, University of London and St George's, University of London completed a merger on 1 August 2024, creating a powerful multi-faculty, multi-site, institution. The combined university will become one of the largest suppliers of the health workforce in the capital, as well as one of the largest higher education destinations for London students. If you have any questions, you can email [hrhelp@sgul.ac.uk](mailto:hrhelp@sgul.ac.uk) with enquiries.



St George's School of Health and Medical Sciences currently offers a range of employee benefits:

- Salary:** **£41,732- £48,350** pa, (pro-rated for part-time staff). The salary range for **Grade 6** is **£41,732- £48,350** including London Allowance. Appointment is usually made at the minimum point.
- Hours:** 35 hours per week which can be done flexibly in various ways or part time/job share can also be considered. Staff are expected to work the hours necessary to meet the requirements of the role and this will be dependent on the service area.
- Annual leave:** 30 days per annum. Plus eight UK public holidays and four days when City St George's, University of London is closed (usually between Christmas and New Year). Part time staff receive a pro rata entitlement.
- Pension:** Membership of competitive pension schemes with generous employer contribution and a range of extra benefits.

[Superannuation Arrangements of the University of London \(SAUL\)](#)

[London Pension Fund Authority \(LPFA\)](#)

[Universities Superannuation Scheme \(USS\)](#)

[National Health Services Pension Scheme \(NHSPS\) \(existing members only\)](#)

- Flexible working** Flexible working, including part-time or reduced hours of work, opportunities to work from home for many posts, compressed hours and local flexibility in agreeing start and finish times of work.
- Travel** City St George's, University of London offers an interest free season ticket loan and participates in the [Cycle to Work Scheme](#).
- Gift Aid** If you would like to make a tax-free donation to a charity of your choice, this can be arranged through our Payroll.
- Sports and Leisure Facilities** Rob Lowe Sports Centre, situated on the St George's Healthcare NHS Trust site offers exercise facilities that can be utilised by City St George's, University of London staff.
- Within walking distance from St George's is Tooting Leisure Centre. Facilities include a swimming pool, gym and various exercise classes. The Centre offers staff an all-inclusive corporate membership. For more information please contact [Tooting Leisure Centre](#).



**Shops and facilities** There are a number of shops and facilities situated on site including ATMs, student bar and shop, Pret a Manger, M&S Simply Food store, library and multi-faith room.

### **Informal enquiries**

Informal enquiries may be made via email to: [rwheeley@sgul.ac.uk](mailto:rwheeley@sgul.ac.uk)

### **Making an application**

All applicants are encouraged to apply on line at <http://jobs.sgul.ac.uk> as our system is user friendly and the online application form is simple to complete. Please note that CVs only will not be accepted.

For any accessibility issues please contact [hrhelp@sgul.ac.uk](mailto:hrhelp@sgul.ac.uk)

Closing date: **Wednesday 09 October 2024**

**Interview date will be on Friday 18 October 2024.** As shortlisted candidates will be notified by email, it is imperative that you provide an email address that is accessed frequently.

Please quote reference **118-24-R**

We are delighted that you are interested in working at St George's School of Health and Medical Sciences. You will be notified of the outcome of your application by email. We aim to respond to all candidates within 5 weeks of the closing date of the vacancy.

