University of Edinburgh

Job Description – HR/CORP/002

1. Job Details
Job title: Executive Assistant to Director of Human Resources
School/Support Department: Human Resources
Unit (if applicable): Corporate HR
Line manager: Director of Human Resources

2. Job Purpose
To assist the Director of HR by providing a range of confidential, administrative, organisational and management support to him/her and to others within HR and in the University's senior management team.

3. Main Responsibilities

1. Organising and co-ordinating a wide range of activities – events, meetings, programmes, on behalf of the Director, normally in connection with the support for the University's top management levels (eg Monthly Top table event for top management team with national level guest).

2. Dealing with a diverse range of enquiries and issues and taking initiative in resolving them directly or by liaison with appropriate colleagues. Researching personally and/or obtaining from others information for the Director, within the HR Department, within the University and outside.

3. Acting as secretary to the Court Remuneration Committee, including preparation of papers and reports; acting as Secretary to Selection Committees for the most senior (Vice Principal level) appointments, dealing with recruitment consultancies, from inception to appointment; Secretary to Equality and Diversity Management Board, preparing papers, chasing actions.

4. Compiling annual budget, agreeing allocation with Director, monitoring and analysing spend, assisting budget-holders with budget organisation, alerting Director to need to take action. Financial reports, including monitoring, analysing and reporting on the senior management salary budget for the Principal.

5. Managing the Director's diary and commitments, including those with external bodies (UPA, UCEA, Funding Councils, UUK, Univ Scotland, Leadership Foundation for HE, etc).

6. Lead, contribute to, or support, key HR and non HR projects to deliver specific objectives and changes to meet the needs of Colleges and Support Group (for example, Teaching Programme Reviews, internal organisational reviews).

7. Management of staff as required, for example, taking over management of office support team during secondment of office supervisor to Reward Project (including minor disciplinary matters, training and development, developing and improving processes and systems, committee &
Job-holder has undertaken management of Corporate HR support team and services during the Reward Project; post-Reward organisation not yet fully determined so job description to be reviewed towards the end of the reward project.

secretarial support, processing of all departmental financial transactions etc).

4. Planning and Organising
Jobholder plans and organise own workload and activities over days and weeks, plans and organises on behalf of director up to a year ahead, plans and organises events, and committees over weeks and months. Ensures regular financial reporting and actions and contributes to the preparation of the HR plan (as part of annual planning process).

5. Problem Solving
Resolves all day to day administrative and office issues without reference to Director; refers concerns or issues arising from reports or activities. Acts as totally confidential point of contact with HR Director.

6. Decision Making
Takes forward own area of work, identifying for him/herself issues which need to be referred upwards. Budget monitoring and reporting is carried out within budget allocations determined by the Director (for which the jobholder produces recommendations).

7. Key Contacts/Relationships
All of top team, senior management, all of HR community, Planning Section, external bodies and contacts for the Director. Recruitment, appraisal and allocating work priorities for staff.

8. Knowledge, Skills and Experience Needed for the Job
At least five years administrative experience at a very senior level, degree level capability, who is organised, approachable and highly professional. Excellence in building and maintaining confidence of others, including senior management and external contacts. Highly numerate, with previous experience of financial monitoring and reporting, and with good writing skills.

9. Dimensions
Total HR budget (05/06): £782k Salaries: £617k Non Salaries: £165k
Senior Management Salary budget
Staff directly managed: up to 5

10. Job Context and any other relevant information
Major Russell Group University with leading position in Scotland, UK and worldwide. Global recruiter. Strong reputational position to be maintained and developed. Internally, a devolved HR function in a traditional management context.