

<b>Job Title:</b>	Personal Assistant / Administrative Assistant
<b>Department/Division/Faculty:</b>	Institute of Reproductive and Development Biology (IRDB) Department of Metabolism, Digestion and Reproduction, Faculty of Medicine
<b>Campus location:</b>	Hammersmith Campus (East Acton) and St Mary's Campus (Paddington)
<b>Job Family/Level:</b>	Professional Services, Level 3a ( <a href="#">salary scales</a> )
<b>Responsible to:</b>	Senior Academic Staff and Division Manager
<b>Key Working Relationships (internal):</b>	Section Managers for the Division and Department, Group Heads and their teams, fellow research and administrative staff, and students within the Division and Department, as well as central support services
<b>Key Working Relationships (external):</b>	External stakeholders and senior representatives, such as higher education bodies, partner institutions, external agencies and suppliers as well as NHS Trusts, and funding bodies
<b>Contract type:</b>	Full-time and Open ended

**Purpose of the Post**

The post holder will provide secretarial support to senior academics within the Institute of Reproductive and Developmental Biology (IRDB).

To perform the role effectively, you must be skilled at managing a complex schedule and handling multiple requests at once, often with changing priorities. You will have excellent interpersonal skills, be confident communicating with colleagues at all levels including senior leadership, and be able to work independently as well as part of wider team. The role will draw on your considerable experience gained in a position such as PA or Administrator.

**Personal Assistant Responsibilities**

The post holder will undertake the following key responsibilities:

- Acting as the first point of contact as well as meeting and greeting visitors
- Diary management for senior academics, ensuring that they are aware of their College commitments and have the necessary paperwork available
- Assist with work related travel bookings through Imperial College preferred suppliers (e.g. booking flights, hotels, taxis, preparing itineraries) and for guests/visitors as and when required.
- Proactively identify and prioritise urgent actions, requests and/or problems and bring these to the attention of the senior academics to ensure they are addressed in a timely manner.
- Handle correspondence on behalf of the senior academics where appropriate and identify urgent communications and tasks
- Ensure absences are recorded accurately in the College absence management system
- Anticipate and identify support requirements in response to changing circumstances, being able to exercise initiative and good judgement where necessary
- Financial administration tasks including raising purchase orders, payment of invoices,

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processing expenses.

- Ensure expenses relating to College work are processed in a timely manner and that they adhere to College policy
- Day to day maintenance of personal web pages involving the upload of information regarding meetings and seminars
- Ensure confidentiality of all files and documentation in compliance with GDPR

### Administrative Responsibilities

- Organising and servicing meetings including room bookings/venue hire, AV requirements, catering, invitations, agenda preparation, minute taking (as required). Ensuring any changes are clearly communicated in a timely manner to all attendees.
- In liaison with Section Manager, assist with HR processes and procedures, including honorary contracts, visiting researchers, PRDPs and recruitment of staff.
- Provide administrative support to academic staff during the recruitment process for grant funded staff including organising interviews
- Provision of relevant information to the administrative team to enable staff contracts to be created and extended, liaising with academic staff to ensure completion of necessary paperwork
- Organise day one inductions for new members of staff, ensuring that they have email access, a health and safety induction and a security card
- Providing data and information to the Department and Division Manager as requested
- Provide assistance and support to other administrators in the Department and Division as and when required (including annual leave cover)
- Maintain email distribution lists
- Support with the maintenance of Division space and resources including ordering stationery, managing water deliveries, managing provision of printer services, maintain staff notice boards, raising any building issues through the appropriate channels.
- Assist with the collation of data needed for producing various reports needed for grant-giving bodies and Trusts that support research

### Other

- Undertake any appropriate training required for the role.
- Any other tasks commensurate with the job level of the post as defined by the Department Manager, and Head of Division
- Willingness to travel between campuses as necessary
- Open and positive attitude to working in a constantly changing environment

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### Person Specification

#### Requirements

Candidates/post holders will be expected to demonstrate the following:

**Essential (E)/  
Desirable (D)**

<b>Education</b>	
• A levels/GCSEs	E
• Educated to degree level or equivalent	D
• Secretarial qualification or a substantial period of equivalent experience	E
<b>Experience &amp; Knowledge</b>	
• Extensive Personal Assistant experience at a senior level	E
• Experience of working in a busy office environment	E
• Experience of organising and streamlining the workload and timetable of busy senior professionals	E
• Experience of providing secretarial support to meetings including agenda preparation, scheduling, and minute taking	E
• Previous experience of working in an academic or clinical environment	D
• Experience with management of invoices or budget reports	D
<b>Skills &amp; Abilities</b>	
• Excellent secretarial, administrative and office-based skills	E
• Ability to work independently and as part of a team	E
• Highest standard of interpersonal and communication skills in writing, on phone and in person with all levels of staff	E
• Ability to assess priorities, organise workload without direct supervision, and initiate action, where appropriate	E
• Ability to work under pressure	E
• Ability to maintain high degree of accuracy and attention to detail	E
• Discreet and diplomatic with the ability to handle confidential information with tact and discretion	E
• Ability to resolve problems independently using own initiative where necessary	E
• Proficiency in the use of Macintosh and Windows based software, especially Word, Excel and PowerPoint.	E
• Seminar co-ordination, including poster preparation and distribution and speaker/visitor invitation and arrangements	D
<b>Personal Attributes</b>	
• Willingness to work flexibly, assist colleagues and adapt to new ways of working	E
• Willingness to undertake any necessary training for the role	E
• Regard for confidentiality and security at all times	E
• An open and positive attitude to working in a constantly changing environment	E

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### Further Information

Please note that job descriptions cannot be exhaustive, and the post-holder may be required to undertake other duties, which are broadly in line with the above key responsibilities.

Imperial College is committed to equality of opportunity and to eliminating discrimination. All employees are expected to follow the [Imperial Values & Behaviours framework](#). Our values are:

- Respect
- Collaboration
- Excellence
- Integrity
- Innovation

Employees are also required to comply with all College policies and regulations paying special attention to: Confidentiality, Conflict of Interest, Data Protection, Equal Opportunities, Financial Regulations, Health and Safety, Information Technology, Smoking, Private Engagements and Register of Interests. They must also undertake specific training and assume responsibility for safety relevant to specific roles, as set out on the [College Website Health and Safety Structure and Responsibilities](#) page.

*We are committed to equality of opportunity, to eliminating discrimination and to creating an inclusive working environment for all. We therefore encourage candidates to apply irrespective of age, disability, marriage or civil partnership status, pregnancy or maternity, race, religion and belief, gender reassignment, sex, or sexual orientation. We are an [Athena SWAN Silver Award](#) winner, a [Disability Confident Leader](#) and a [Stonewall Diversity Champion](#).*

**January 2023**