



JOB DESCRIPTION

JOB TITLE:	EXECUTIVE ASSISTANT
RESPONSIBLE TO:	CEO
SALARY:	AberSU Coordinator grade
HOURS:	Full-time, annualised hours, to be worked flexibly in negotiation with line manager.
DATE OF WRITING:	31 st August 2016

PURPOSE OF ROLE

To provide secretarial and administrative support to ensure AberSU's functions relative to governance, compliance and operational administration are effective to underpin the SU's general operations and strategic delivery.

To ensure that all staff related activity is conducted in line with the Union policy & procedures and that all policy & procedures are maintained in line with legislation and best practice. To oversee key organisational processes such as learning & development activity and the induction programme

DUTIES AND RESPONSIBILITIES

1. Secretarial

- To provide a high quality secretarial service to the senior committees of AberSU, including AGM, Trustee Board and its sub-committees and the Leadership/Management Team.
- To keep and distribute, and with the CEO and Chair review and propose an annual cycle of business for each senior committee.
- To schedule, and organise dates, times, location, room bookings etc for meetings of these committees as required.
- To take and distribute minutes of discussions and decisions of these committees.

- To request, collate and distribute agendas and papers for committee meetings in good time ahead of the meetings.
- To ensure accountability and transparency of AberSU governance by publishing agreed minutes online.
- To ensure effective, accessible and secure record keeping of minutes over time.
- To promote and maintain matters of confidentiality as required.
- To support the CEO's daily duties by providing calendar support and messaging, acting as the keeper of the CEO diary.
- To keep and maintain an accessible file of relevant records and policies.
- To ensure appropriate provision of office admin resources, including an appropriate stock of stationery, and the management of photocopier contracts, amongst other things, within the designated budget resource.

2. Governance

- With the CEO and Chair, ensure an effective induction for new Trustees.
- To develop, update and distribute accordingly a 'handbook' of governance material, including governing documentation, legislative duties and guidance and related matters for Trustees' attention, particularly at induction.
- To prompt Trustees and Management as appropriate on matters of governance/compliance as per the annual cycle of business, for example the registering of accounts with the Charity Commission and the reporting of complaints to University Governors.
- To support Trustees in identifying development needs and sourcing relevant training and support to promote high quality governance.
- To support Trustees to source specific specialist external advice as required.
- To support Trustees to consider their performance and objectives aligned with the NUS Good Governance Guide and other sector best practice.
- To keep abreast of NUS, NCVO and other sector agencies' advice and guidance to identify relevant and valuable information and opportunities for Trustees.

3. Human Resources

- To support the CEO and Managers with the recruitment of new staff, including arranging advertising, scheduling interviews and managing related paperwork.
- To ensure all new staff receive a welcoming and information induction to AberSU.
- To liaise with AU payroll and AberSU finance regarding staff pay, to ensure staff are rewarded accurately as per contract terms.
- To keep and maintain an accessible file of relevant policies, supporting managers to apply policy to their staffing matters.
- To maintain and monitor records of leave and absence, advising staff and management of allowances and policies.
- To support managers in their effective management of staff reports, including the scheduling of annual appraisals, and the provision of relevant policies and paperwork.
- To maintain the confidential HR files for all AberSU staff.

- To keep abreast of training and development opportunities, and advising staff and managers of such.
- Working with the CEO, to review HR policies, seeking guidance from external professionals as required.

4. Other Duties:

- To attend meetings, conferences and training events that may support the effective achievement of the above tasks, and which may promote AberSU's interests, locally, regionally and nationally.
- To positively promote and uphold the values and policies of AberSU.
- To be an advocate for AberSU and our work, locally, regionally and nationally as opportunities arise.
- To work within the terms of the governing documents of the Union, principally the Constitution.
- To contribute to Students' Union publications and informational materials.
- To uphold reasonable expectations regarding health and safety, data protection and other relevant regulations and legislation as appropriate.
- To assist in key Students' Union events throughout the year including Welcome Week & Elections
- Have a flexible approach to duties and work and, in particular, adopt a teamwork style with departments and activities across the Union. This may involve undertaking duties in support of the activities and services of other departments
- Environmental consideration and environmental best practice is the responsibility of all Students' Union staff
- To contribute to Union projects and participate in working groups
- To demonstrate Students' Union behaviours & standards in daily working life

Changes to Job Description

This job description may be subject to modification or amendment at any time following consultation with the post holder.

This job description is not intended to be an exhaustive list of tasks carried out by the post holder. It does, however, set out the main expectations of the Union in relation to the post holder's duties and responsibilities and the post holder may be expected to undertake alternative/additional work commensurate to the pay grade.