**Job Description**

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| **Job title:** | Executive Officer |
| **Department:** | Development & Alumni Relations (DDAR) |
| **Salary:** | Grade 7 |
| **Responsible to:** | Director of Development & Alumni Relations  |
| **Responsible for:** | Department Coordinator and Gift Administrator |
| **Location:** | 2 South, Claverton Campus/Working from Home |

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| **Purpose of the job:** |
| The post holder will be responsible for leading and project managing particular projects, providing a proactive, comprehensive and efficient level of management and executive support to the Director of Development and Alumni Relations and the wider Department. The Executive Officer may also be called upon to provide support for other members of the Department or to participate in other Departmental activities as required. |

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| **Key attributes:** |
| Critical thinking, Organisational expertise, Customer focussed outlook |

| **Duties and Responsibilities:** |
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| **Executive delivery and support*** Coordinate work in relation to all aspects of Development & Alumni management, policy, practice and funding, and as delegated by the Director of Development & Alumni Relations.
* Project manage the delivery of a range of projects relating to Development & Alumni management, policy, practice and funding, and as delegated by the Director of Development & Alumni Relations.
* Working with senior leaders in the department, ensure DDAR maintains up to date policies and practices and at all times remains compliant with UK GDPR and PECR requirements and the requirements of the Fundraising Regulator.
* Monitor national and international trends in relation to higher education/charitable policy, funding and practice through networking, monitoring external practices, routine canvassing of relevant publications and websites. Advise Director of DDAR on potential issues, actions required and create updates and revise advice, guidance and practice accordingly.
* Oversee a comprehensive, confidential administrative support programme for the Director of Development & Alumni Relations and members of the Department.
* Write board papers, letters, reports, agendas and other documentation on behalf of the Director of Development & Alumni Relations and other DDAR senior team members.
* Prepare draft papers and reports for the Director for University Boards/Committees in accordance with the appropriate policies and guidelines.

**Travel and scheduling support*** Oversee all aspects of the Department’s travel requirements. Liaise with the University’s Travel Management Company to ensure itineraries provide good value for money (both cost effective and time efficient).

**Additional requirements of the job*** Participate in any relevant training course which the Director of Development & Alumni Relations considers to be relevant to the duties of the post and/or the needs of the post holder as agreed through the SDPR process.
* Undertake additional ad hoc tasks and projects and/or provide wider support and guidance as deemed appropriate.

Note: This job description is not, and is not intended to be, a comprehensive description of the duties involved. |

**Person Specification**

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| **Qualifications** | Essential | Desirable |
| Management qualification, e.g. Prince2 |  | ✓ |
| Degree or equivalent | ✓ |  |
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| **Experience and Knowledge** | Essential | Desirable |
| In-depth understanding of GDPR issues; knowledge of PECR and Fundraising Regulator requirements | ✓ |  |
| Experience of working in an administrative role in the Higher Education sector or charitable fundraising organisation |  | ✓ |
| Knowledge of the functioning of Development & Alumni and ability to learn these matters quickly to a good level of expertise  | ✓ |  |
| Significant experience of providing executive level support and guidance and liaising at a senior level | ✓ |  |
| Experience of organising international travel, managing diaries and preparing detailed itineraries  | ✓ |  |
| Experience of providing administrative support for meetings, including taking accurate notes  | ✓ |  |
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| **Skills** | Essential | Desirable |
| Ability to work across a complex organisation at a senior level and managing multiple stakeholders | ✓ |  |
| Proven excellent organisational skills, including the ability to prioritise and manage a diverse workload and to meet deadlines | ✓ |  |
| Excellent written and verbal communication skills including the ability to write concise and understandable reports both correspondence and formal minutes | ✓ |  |
| Excellent interpersonal and influencing skills – able to engage professionally and effectively with people at all levels (including at the most senior) both within and outside the University | ✓ |  |
| Excellent IT skills, proficient in Microsoft Office and database software | ✓ |  |
| Ability to engage professionally and effectively with people at all levels both within and outside the University  | ✓ |  |
| High standards of presentation and attention to detail and the ability to maintain accuracy while working under pressure | ✓ |  |
| Ability to work autonomously and as a member of the team | ✓ |  |
| Effective project management skills |  |  |
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| **Attributes** | Essential | Desirable |
| Proactive and positive approach | ✓ |  |
| Ability to maintain confidentiality and act with tact and discretion when dealing with sensitive matters  | ✓ |  |
| Flexible approach to work and willingness to be flexible over working hours when required | ✓ |  |
| Ability and willingness to support colleagues  | ✓ |  |
| Capable of remaining calm and effective under pressure | ✓ |  |

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| **Effective Behaviours Framework**The University has identified a set of effective behaviours which we value and have found to be consistent with high performance across the organisation. Part of the selection process for this post will be to assess whether candidates have demonstrably exhibited these behaviours previously.  |
| **Managing self and personal skills:**Willing and able to assess and apply own skills, abilities and experience. Being aware of own behaviour and how it impacts on others.   |
| **Delivering excellent service:**Providing the best quality service to all students and staff and to external customers e.g. clients, suppliers. Building genuine and open long-term relationships in order to drive up service standards.   |
| **Finding innovative solutions:**Taking a holistic view and working enthusiastically and with creativity to analyse problems and develop innovative and workable solutions. Identifying opportunities for innovation.   |
| **Embracing change:**Adjusting to unfamiliar situations, demands and changing roles. Seeing change as an opportunity and being receptive to new ideas.  |
| **Using resources:**Making effective use of available resources including people, information, networks and budgets. Being aware of the financial and commercial aspects of the University. |
| **Engaging with the big picture:**Seeing the work that you do in the context of the bigger picture e.g. in the context of what the University/other departments are striving to achieve and taking a long-term view. Communicating vision clearly and enthusiastically to inspire and motivate others.   |
| **Developing self and others:**Showing commitment to own development and supporting and encouraging others to develop their knowledge, skills and behaviours to enable them to reach their full potential for the wider benefit of the University.   |
| **Working with people:**Working co-operatively with others in order to achieve objectives. Demonstrating a commitment to diversity and applying a wider range of interpersonal skills.    |
| **Achieving results:**Planning and organising workloads to ensure that deadlines are met within resource constraints. Consistently meeting objectives and success criteria.  |