



## Job Description

**Post Title:** FXU Executive Support

**Salary:** This post has been evaluated at Grade 3.

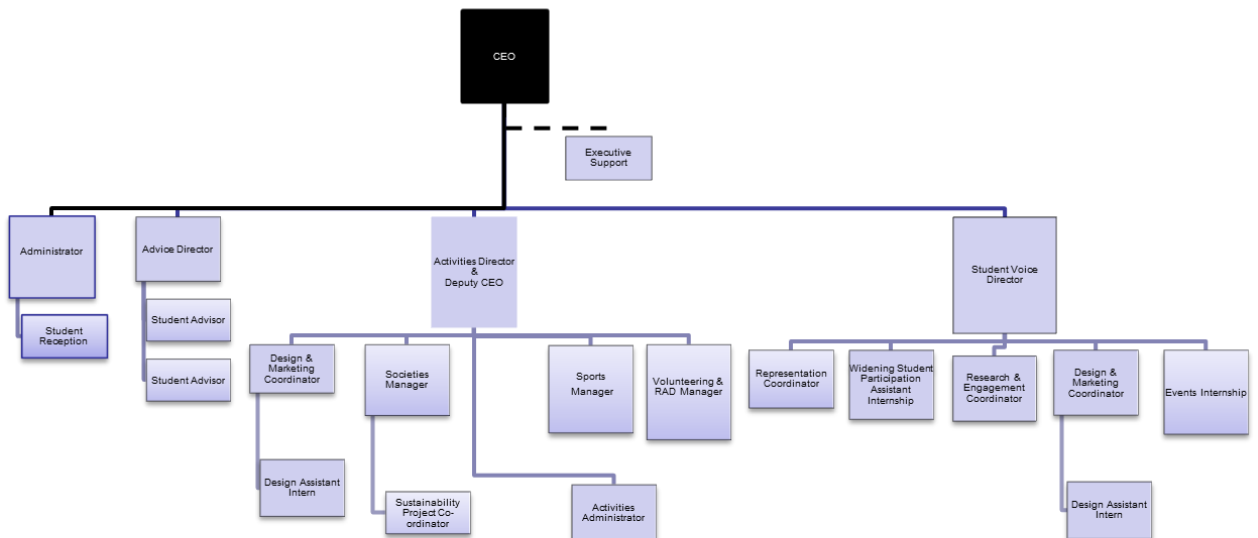
**Hours:** 17.5 hours per week, 52 weeks a year. Part-time Monday to Friday although some evening and weekend work may be required.

**Work Base** The post holder will be primarily based at the Penryn campus but will be required to work regularly at the Falmouth campus and on occasions at other community locations.

**Employer:** **FXU is a registered charity governed by an elected Board of Trustees, to whom all employees are accountable. Staff are employed by Falmouth University on behalf of the FXU Board of Trustees**

**Date:** May 2015

**Responsible To:** Senior Management Team



## **Job Purpose:**

To enable and support good governance in FXU and provide administrative support to the CEO, Directors and Presidents (SMT) in the fulfilment of their objectives. The job is demanding as the post holder is the only support to the Senior Management Team (x8). The post holder must be capable of working independently, without intensive supervision and using initiative.

FXU is the combined students' union for students of University Exeter Cornwall Campuses and Falmouth University. It aims to provide effective representation, services and support for all students whilst maintaining a student led ethos.

## **Key Areas of Responsibility and Duties**

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### **1. Organisation Wide**

- 1.1. To act as Clerk to the Board of Trustees, taking responsibility for the preparation of and distribution of all papers for meetings, minute taking and other support as may be required.
- 1.2. To assist in planning the annual programme of meetings of the Board and its Sub-Committees.
- 1.3. To develop and manage systems and procedures for the Board of Trustees and Sub-Committees, ensuring accurate records are kept, decisions are carried out and reporting undertaken.
- 1.4. To ensure that statutory records for Trustees are kept up to date.
- 1.5. To support the effective management of all Board and Sub-Committee meetings.
- 1.6. To provide support to the Senior Management Team (SMT) (x7) and administer all aspects of management meetings as required.
- 1.7. To maintain a high degree of awareness and understanding of the CEO and Directors' workload and priorities, ensuring that actions are anticipated on their behalf.
- 1.8. To undertake project work on behalf of the CEO and SMT.
- 1.9. Electronic diary management for the Chief Executive Officer and SMT.
- 1.10. To deal with all incoming correspondence (including emails) and sort, prioritise, filter and distribute appropriately.
- 1.11. To provide information and researched advice to the CEO and SMT on any issue as directed.
- 1.12. To maintain the highest level of confidentiality where appropriate.
- 1.13. Provide essential support to FXU colleagues through the provision/ dissemination of information and the development of any required systems and/or materials.
- 1.14. To develop extensive knowledge of the organisation and an understanding of the organisation's aims and objectives.

### **2. Administration**

- 2.1. Manage the administration of the Students' Union offices & procedures under the direction of the FXU CEO.
- 2.2. Co-ordinate with the FXU Administrator & FXU Activities Administrator to arrange training and support cover.
- 2.3. Provide support in preparation of meetings and events including scheduling, room bookings, catering and IT requirements.

### **3. Chief Executive and SMT**

- 3.1. To provide PA services for the CEO, Directors and Presidents, including being the first point of contact, maintaining diary and managing email and other media as appropriate.
- 3.2. To schedule, attend and take minutes for CEO and SMT team meetings and other meetings as required.

#### **4. Planning and Efficiency**

- 4.1. Much of the content of the work is driven by the day to day activities of FXU and the postholder is required to be pro-active in keeping themselves informed of FXU activities.
- 4.2. A pro-active willingness to get involved and be helpful is required.
- 4.3. Prioritise individual workload effectively and efficiently, taking appropriate action to ensure urgent problems are resolved as quickly as possible.
- 4.4. To constantly review and monitor working practices and procedures to ensure the best possible support is delivered.

#### **5. General Duties and Responsibilities**

- 5.1. To work in line with the FXU Mission, Vision and Values at all times, working with others to provide a supportive, responsive, student-centered environment and services.
- 5.2. To actively support elected student officers, volunteers and employees in playing a full role in FXU decision making and activities, ensuring that FXU maintains a student-led ethos.
- 5.3. To present a positive image of FXU at all times, through every aspect of your work.
- 5.4. To maintain an up to the minute working knowledge of all FXU service areas in order to support them and provide accurate, detailed information to students and others.
- 5.5. To ensure that all FXU policies, procedures and agreed protocols are adhered to.
- 5.6. To contribute to FXU planning, review, monitoring and reporting processes and activities.
- 5.7. To participate in FXU team meetings and activities and represent FXU at other meetings as agreed.
- 5.8. To ensure that all FXU marketing and communication materials within the designated area of responsibility are accurate and up to date.
- 5.9. To actively support equality and diversity policies of FXU, University of Exeter and Falmouth University.
- 5.10. To respect the rights of individuals by maintaining confidentiality and working in line with data protection legislation.
- 5.11. To attend training courses as identified and agreed for appropriate development.
- 5.12. To participate in the Annual Performance Development Review Process
- 5.13. To communicate, liaise and maintain effective working relationships with colleagues within Falmouth University, University of Exeter and Falmouth Exeter Plus, as well as individuals and organisations outside FXU and the institutions eg suppliers, promoters, local businesses, media / press contacts, etc.
- 5.14. Working within the Health and Safety at Work Act, the postholder has a legal duty to take reasonable care for Health and Safety both for themselves and others who may be affected by their actions. They are also required to undertake Health and Safety training commensurate with the level required by the post and to take part in risk assessment procedures and the implementation of agreed recommended work practices within the area.
- 5.15. To undertake other duties not specifically stated above, which from time to time are necessary without altering the nature or level of responsibility involved.
- 5.16. To work in accordance with FXU's Environmental Impact & Ethics Policy and to make a commitment to improving FXU's environmental impact by means of energy saving and recycling in the workplace
- 5.17. To provide administrative support and assist in annual FXU projects including Freshers' Week, Elections and other projects as assigned.

#### **6. KEY RELATIONSHIPS**

Chief Executive Officer  
Senior Management Team  
Elected Representatives  
University Staff  
External Partners, Suppliers and Service Providers

**Person Specification****Post Title:** FXU Executive Support

	Essential	Desirable
Substantial experience at a senior PA level, demonstrating development through involvement in progressively more demanding and relevant roles	✓	
Proven administrative skills with an ability to prioritise, manage and complete a variety of tasks in periods of high pressure	✓	
A level AS Level standard education or equivalent level education/experience	✓	
Highly developed task prioritisation skills and ability to identify improvements to current practices	✓	
Rigorous approach to dealing with confidential and sensitive matters, demonstrating a high level of trust and discretion	✓	
Ability to assess which matters can be dealt without reference to the Senior Management Team and to take appropriate action	✓	
Excellent attention to detail	✓	
Ability to work with minimal supervision	✓	
Excellent interpersonal skills with the ability to work with a wide variety of internal and external contacts and Trustees	✓	
Enthusiastic approach to problem solving and new challenges	✓	
Excellent communication skills, both verbal and written with an understanding of key communication messages	✓	
Expert knowledge of Word, Excel, Outlook, and databases	✓	
A fast and accurate typing speed (minimum 80 wpm)	✓	
Ability to proactively service committees and management groups, effective minute taking, and systematic preparation of board papers	✓	
A positive, confident and committed attitude to work	✓	
An understanding and awareness of equal opportunities	✓	
Flexible, proactive and a self-starter in approach to work	✓	
Shorthand		✓
Working experience within a not-for-profit or public sector organisation		✓
Experience of MS Project		✓