

Job Description

Post/Job Title:	Executive Officer
Position No.:	TBC
Location/Building:	Poole House, Talbot Campus
Faculty/Professional Service:	Office of the Vice-Chancellor
Group/Section:	UET Professional Support
Normal Hours per Week:	Full Time (Some flexibility will be required in order to ensure that key time scales and deadlines are met).
Grade:	5
Accountable to:	Chief of Staff and Head of Strategic External Affairs

Job Purpose:

To provide the highest level of professional executive support to an allocated member of the University Executive (UET) Team.

This role requires proactive engagement with senior stakeholders to drive efficiencies, prioritise initiatives, and ensure seamless coordination across key projects and portfolio demands.

Main Responsibilities

- Act as Executive Officer to a member of the UET Team.
- Proactively manage and prioritise the schedule of appointments and diary commitments, prioritising demands on an ever-changing and exceptionally busy basis. Use initiative and professional judgement to prioritise and negotiate on behalf of the UET member to ensure effective use of time and priority within their wide portfolio.
- Ensure the effective and timely management of correspondence, including dealing with and responding to most correspondence on behalf of the relevant UET member:
 - Prioritising, screening and responding to incoming correspondence, telephone calls and emails
 - Send holding replies where necessary and ensuring responses are prioritised for a response
 - Re-route enquiries where appropriate
 - Draft and write correspondence as required
 - Ensure any resulting deadlines are diarised and met
- Anticipate opportunities to ease demands on the UET members time and co-ordinate arrangements for maximum efficiency. This includes consideration of their needs aligned to university priorities, and continually monitoring their commitments to ensure they are fully prepared for upcoming meetings and diary clashes and conflicts are prioritised and managed.
- Arrange, co-ordinate and service meetings as required, ensuring that the relevant UET member is prepared for all meetings. Meetings may include complex negotiations and formal hearings.
- Ensure they are prepared for all meetings, to including a briefing, coordination of papers, collating additional information as required and action updates,

- As required act as clerk to various meetings and university committees, including scheduling meetings, preparing and collating agendas, minute taking, coordinating and collating additional papers, monitoring the completion of actions. This may include the weekly University Executive Team meeting.
- Organise corporate and senior management events as required.
- Create, manage and maintain filing systems to ensure rapid retrieval, and use a brought forward system on a daily basis.
- Maintain a thorough knowledge of the portfolio, researching and briefing them on current issues/priorities as appropriate, developing good working relationships and collaborative working with their direct report and teams.
- Co-ordinate FOI requests on behalf of the relevant UET member.
- Book appropriate travel arrangements. Coordinate and record travel claims and expenses.
- Proactively manage communication with their direct reports by preparing briefing notes maintaining the task lists, recoding and bringing forward actions and liaising with direct reports for follow up actions as appropriate
- Work collaboratively across OVC to ensure proactive and seamless administrative service for the Office of the Vice Chancellor.
- Prepare speeches and presentations for both internal and external audiences across a range of events at all profile levels.
- Project manage across a range of projects/initiatives under the leadership of the relevant UET member including internal communication, document management, meeting logistics, and minute-taking of meetings.
- Liaise with senior staff at regional, national and international organisations where the relevant UET member is currently or may in the future be associated.
- Proactively support other members of UET and working collaboratively with the other Executive Officers to support the University Executive Team (UET) as a whole.
- Ensure that all aspects of work achieve high levels of service excellence and promote continuous improvement by identifying opportunities for process and procedural enhancements,
- Other duties as required from time to time.

Contacts

Internal: UET, senior leaders, other members of OVC, staff from across BU

External: External stakeholders

Challenges

This is a critical role in the effective and efficient use of capacity, ensuring that support is prioritised to meet changing demands and circumstances at all times, balancing the various requirements and timelines as part of the wider OVC team, managing changing agendas and reconciling priorities.

The nature of this position will require the postholder to maintain the highest level of confidentiality and to be able to operate with absolute discretion and at all times.

Information Governance Responsibilities

Data User: Comply with the associated data protection, information security, information management and information technology regulations, policies, processes and procedures.

Safeguarding and Regulated Activity

If the role involves engaging in regulated activity relevant to vulnerable groups including children and disabled adults, it is an [offence to apply for](#) and perform the role, if a person is bared from engaging in regulated activity. Further information is available in BU's [Safeguarding Policy](#) and Suitability Statement on the Recruitment and Employment of Ex-offenders.

Additional Information

The purpose of the job description is to indicate the general level of responsibility and location of the position. The duties may vary from time to time without changing their general character or level of responsibility.

BU is an equal opportunities employer which values a diverse workforce. The post holder must at all times carry out their responsibilities with due regard to the University's Equality and Diversity Policy Statement.

Our highly skilled and creative workforce is comprised of individuals drawn from a broad cross section of the globe, and who reflect a variety of backgrounds, talents, perspectives and experiences to build our global learning community. The post holder must have an understanding of and commitment to promoting a global outlook.

All employees have an obligation to be aware of the University's Sustainability Policy, Climate and Ecological Crisis Action Plan, Travel Plan and associated documents, and to ensure that they carry out their day-to-day activities in an environmentally responsible manner and inspire students to do the same.

October 2025



Person Specification

Position / Job Title: Executive Officer	Position No: 0005047801
Faculty / Service: Office of the Vice Chancellor	Date: October 2025
SELECTION CRITERIA	Essential / Desirable
Knowledge (including experience & qualifications)	
Significant experience providing similar executive support at a senior level in large and complex organisation	E
Substantial track record of board/committee administration, including agenda management and minute-taking	E
Experience of working with on-line systems including SharePoint, other document management systems and online systems	E
Experience of delivering measurable and visible improvements through continuous improvement	E
Experience of managing to successful completion complex projects with range of stakeholders	D
Experience of events management	D
Skills	
Exceptional minute taking (shorthand) skills	E
Advanced typing skills and speed	E
Excellent digital skills including MS Teams, Word, Outlook, PowerPoint and Excel	E
Proactive decision making and problem-solving skills and the ability to demonstrate a solution-oriented mindset	E
Exceptional organisation skills with the ability to plan and prioritise workload, consistently meet objectives and respond positively to quickly pivot to meet changing demands	E
Excellent verbal and interpersonal skills	E
Exceptional standard of written English with the ability to condense relevant and important elements from large volumes of information, summarise complex debates and capture the key elements, including action/decision points	E
Good numerical and analytical skills	E
Attributes	
Ability to liaise effectively with senior management as a group and on an individual basis	E
Ability to maintain the highest level of professionalism, confidentiality and to be able to operate with great discretion	E
Ability to work at pace and apply judgement to appropriately prioritise tasks	E
Ability to work flexibly to accommodate changing priorities and deadlines	E
Ability to deal with difficult situations using diplomacy to manage and deal with internal and external stakeholder expectations	E
Ability to analyse and solve complex conflicting priorities and competing demands effectively in a fast-paced office environment	E
Confidence in managing complex stakeholder relationships	D
Ability to work independently, taking own initiative to make complex decisions	E
Ability to develop and maintain professional relationships of respect, trust and support with staff, students, and other stakeholders	E
Demonstrable ability to deliver innovative solutions	E