

## Job Description

<b>Position / Job Title:</b>	<b>Faculty Executive Officer</b>
<b>Ref:</b>	<b>475</b>
<b>Location/Building:</b>	<b>Talbot / Lansdowne Campus</b>
<b>Faculty / Professional Service:</b>	<b>Faculty Operating Service</b>
<b>Group/Section:</b>	<b>Operations Team</b>
<b>Normal Hours per Week:</b>	<b>1.0 FTE</b>
<b>(Some flexibility will be required in order to ensure that key time scales and deadlines are met).</b>	
<b>Grade:</b>	<b>5</b>
<b>Accountable to:</b>	<b>Faculty Operations Manager</b>

### Job Purpose

As Executive Officer to the Dean of Faculty, the postholder will provide proactive, high-level, executive support and deliver a highly professional standard of work and an exemplary level of service to all internal and external contacts. The postholder will ensure effective and economic use of the Dean's time and facilitate the efficient management of the Dean's portfolio.

In addition, the postholder will provide executive support to the Faculty's three Associate Deans and diary management for the Heads of School. The postholder will sit in Faculty and will work collaboratively with their counterparts in other Faculties to provide cover and other support as required to ensure that Deans of Faculty and their Executive are always supported professionally and effectively. This role requires a highly self-starting and initiative-taking approach.

### Main Responsibilities

1. Proactively manage the schedule of appointments and diary commitments and associated arrangements for the Dean, Associate Deans and Heads of School.
2. Screen telephone calls, email enquiries and requests, dealing with them when appropriate and prioritising those that require attention.
3. Bring urgent matters to the attention of the Dean and Associate Deans.
4. Ensure the effective management of correspondence to and from the Dean:
5. deal with incoming correspondence and emails
6. Send holding replies where necessary
7. Re-route enquiries where appropriate
8. Draft and write correspondence as required
9. Ensure any resulting deadlines are diarised and met
10. Support the Dean and Associate Deans in preparation for all meetings:
11. Brief the Dean and Associate Deans
12. Co-ordinate papers for meetings

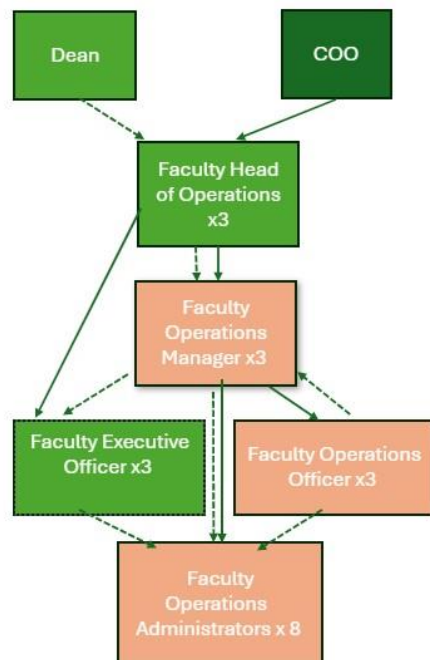
13. Collate information as required
14. Ensure any resulting deadlines are diarised and met
15. Arrange, co-ordinate and support meetings and external visits as required by the Dean and Associate Deans, including taking minutes or meeting notes. Meetings may include complex negotiations and appeal / disciplinary / grievance meetings.
16. Organise corporate and senior management events as required.
17. Support the Dean in the preparation of a range of correspondence, documents, briefing papers, reports and presentations in a timely manner.
18. Use and maintain a digital filing and document management system to ensure secure storage and rapid retrieval.
19. Proactively manage communication with the Deans' direct reports.
20. To support networking and meeting arrangements with senior staff at regional, national and international Higher Education Institutions, professional bodies, associate centres and other similar institutions with which the Dean has professional relationships.
21. Working collaboratively with the other Executive Officers in Faculties to ensure professional and effective support for all Deans of Faculty, including providing absence cover when required and supporting others at busy times.
22. To co-ordinate post-advert recruitment processes for academic staff appointments within Faculty to ensure an efficient and effective selection, interview and onboarding experience. This will include, supporting hiring managers in the utilisation of the University's e-recruitment system, ensuring the provision of interview and arrival / induction support.
23. Point of contact for the maintenance and assignment of Faculty email groups, staff lists and relevant folders and access permissions in liaison with the Faculty Operations Manager/s.
24. Arranging appraisals and pay progression and promotion meetings for the Faculty Executive, as required.
25. Administer and co-ordinate the Faculty's Visiting Professor and Fellows register and files ensuring Visiting Faculty members are reviewed in a timely manner by the Faculty Executive. To co-ordinate and record all Faculty visitors.
26. Annual planning of meeting dates and away days.
27. Maintaining and updating the rolling agenda schedule and terms of reference.
28. Scheduling of guest attendees at meetings and guests to Faculty and to liaison re any follow up required.
29. Preparation, collation and distribution of papers in a timely fashion.
30. Drafting and publication of minutes and action logs and following up on agreed action points.
31. To undertake any additional duties as required by the Dean and Associate Deans.

### **Contacts**

**Internal:** Other Executive Officers at Faculty and OVC level; Deans and Associate Deans of Faculties; all academic staff, professional support staff and students within the Faculty, members of other BU Departments and Faculties, including UET and ULT members

**External:** Senior staff at regional, national and international higher education institutions, professional bodies, associate centres and other similar institutions and industry and local government officials with whom Senior Management Team members have professional relationships.

### **Organisation Chart**



### **Challenges**

- Ensuring that support for the Dean is prioritised to always match changing demands and circumstances.
- Balancing the various requirements and timelines as part of the wider Faculty Operations Service
- Managing changing agendas and reconciling priorities for the senior team

### **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 barred 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**

NB:

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 Dignity, Diversity and Equality 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. Through fused activity, 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**

Position / Job Title: Faculty Executive Officer		Position No: POSN109464	
Faculty: Faculty Operating Service		Date: October 2025	
SELECTION CRITERIA			Essential / Desirable
Knowledge (including experience & qualifications)			
Business Administration/Secretarial qualifications (level 3 or above) or equivalent experience			E
Extensive experience in a Personal Assistant role at executive level			E
Proven experience in producing high level reports for the governing Board of a large and complex organisation			E
Experience of Public Sector, preferably Higher Education administration			D
Experience of events management			D
Skills			
Excellent Personal Assistant skills			E
Excellent verbal and written communication 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
Good typing skills			D
Proficient in the use of Microsoft 365 products, including Word, Excel, Outlook, PowerPoint, OneNote, OneDrive and SharePoint			E
Ability to liaise effectively with senior management as a group and on an individual basis			E
Excellent interpersonal and diplomatic skills			E
Ability to maintain the highest level of confidentiality and to be able to operate with great discretion			E
Ability to work under pressure and prioritise tasks			E
Ability to work flexibly to accommodate changing priorities and deadlines			E
Ability to work on own initiative			E
Evidence of organisational ability and planning skills			E
Experience of working with online systems including SharePoint, other document management systems and online systems			D
Attributes			
Flexibility to be able to provide support as and when required			E
Proactive			E
Team player			E
Committed and conscientious			E
Self-motivated			E
Willingness to help with other tasks when need arises and time allows			E