

## Job Description

<b>Position / Job Title:</b>	<b>Personal Assistant to Dr Paul Whittington (PART TIME)</b>
<b>Position Holder:</b>	
<b>Ref:</b>	<b>TBC</b>
<b>Location/Building:</b>	<b>Poole House, Talbot Campus</b>
<b>Faculty/Professional Service:</b>	<b>Faculty of Science &amp; Technology</b>
<b>Group/Section:</b>	<b>Computing &amp; Informatics</b>
<b>Duration if Temporary:</b>	<b>25 months</b>
<b>Normal Hours per Week:</b>	<b>12 Hours</b> (Some flexibility will be required in order to ensure that key time scales and deadlines are met).
<b>Grade:</b>	<b>4</b>
<b>Accountable to:</b>	<b>Dr Paul Whittington</b>
<b>Responsible for or supervises:</b>	
<b>Special conditions:</b>	<b>A satisfactory enhanced DBS Disclosure is required for this position.</b>

### Job Purpose

To provide professional one to one support for Dr Paul Whittington, who has cerebral palsy and requires a Personal Assistant. Provide assistance with accessing campus facilities and participate in meetings to clarify communication from Dr Paul Whittington.

To type all general correspondence, including emails, reports, student feedback, lecture slides, research funding proposals and research papers. Attend meetings and take notes and minutes, as well as assisting with the organisation of meetings and events.

Assist with assistive technology disseminations and evaluations and visiting external schools and organisations. Assist with media providers to facilitate research publicity.

### Main Responsibilities

1. To provide professional one to one support for Dr Paul Whittington, as a Personal Assistant.
2. Provide personal assistance with accessing campus facilities.
3. Typing of emails, reports, marking of student assignments and projects, research funding proposals, lecture slides and research papers.
4. Attend meetings and take notes and minutes.
5. Participate in meetings and communicate professionally with attendees, to support Dr Paul Whittington.
6. Support Dr Paul Whittington in all Lab sessions, Lectures and Project Supervisor's meetings.

7. Meet with external research collaborators and assist with meetings, slides and guest lectures.
8. Assist with assistive technology dissemination and evaluations within BU and visiting external schools and organisations.
9. Providing remote support by utilising business communication platforms and remote desktop software.
10. Deliver cross-functional integrated support across the University where required and participate in cross-university and Faculty of Science & Technology events as required.
11. Interact with media providers, to facilitate research publicity.
12. Undertake continual professional development (internal and external), to ensure specialist knowledge is kept up to date.
13. Deal with sensitive and confidential issues within the frameworks of the Equality Act 2010, the Data Protection Act 2018 and any other appropriate professional and statutory guidelines.
14. To undertake any other related duties that may be required by Dr Paul Whittington.

#### **Contacts Internal and external, including level**

**Internal:** All BU staff and students

**External:** Research collaborators  
Charities  
Schools  
Organisations  
Media

#### **Challenges What are the most difficult, complex or challenging parts of the job**

Required to develop and maintain a breadth and depth of knowledge about the disability impacts on learning and to develop knowledge and skills when assisting with research dissemination and evaluations, with people who have physical and cognitive disabilities.

Tact, diplomacy and sensitivity are key elements of this role and the ability to remain calm under pressure and in challenging situations.

The ability to take comprehensive notes and/or minutes at meetings, both internally and externally, which discuss a range of complicated technical research domains.

Mutual respect must be maintained and a professional attitude towards the role as Personal Assistant.

#### **Information Governance Responsibilities**

##### **Data User**

- i. 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**

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.

**May 2025**

Position / Job Title: <b>Personal Assistant to Dr Paul Whittington</b>		Position No: POSN104562
Faculty / Service: Faculty of Science & Technology		Date: May 2025
SELECTION CRITERIA		Essential / Desirable
Knowledge (including experience & qualifications)		
Undergraduate degree or equivalent experience		D
SpLD qualification and/or experience in sensory/physical impairments		D
Experience of support with speech and language impairments		D
Skills		
Excellent Microsoft Office skills with the ability to type technical papers and research work		E
Ability to follow systems and procedures		E
High level of literacy and numeracy		E
Excellent interpersonal skills with the ability to communicate with staff and external collaborators at all levels, from all backgrounds and from all cultures and respond positively to the view of others		E
Ability to communicate with people who have physical and cognitive disabilities with sensitivity		E
Able to promote service excellence and quality assurance to the role of Personal Assistant		E
Attributes		
Understand confidentiality, equality and diversity issues		E
Commitment to team working		E
Able to represent the University professionally and positively		E
Commitment to own continuing professional development		E
An understanding of own limitations of knowledge, expertise and service boundaries		E
Ability to remain calm in a high pressure environment		E
Attention to detail, being well organised and able to prioritise tasks effectively		E
Proactive and self-motivated with the ability to work independently		E
Flexibility to meet key timescales and deadlines, especially for research activities		E