

BORDERS COLLEGE

JOB DESCRIPTION

Job Title	PA - Vice Principals
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Post Holder	
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Accountable To	Vice Principal - Finance & Corporate Services
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Responsible For	Provision of an administrative and personal assistant service to the Executive Team and to the Regional Board.
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Department	Executive Team
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Overall Purpose of Job

To provide an administration and personal assistant service to, and support the work of, the Executive Team ensuring accuracy and that deadlines are met. To act as a point of contact for the Regional Board and for the Vice Principal, Finance and Corporate Services and the Vice Principal, Curriculum & Student Experience.

Main Duties and Responsibilities

General Administrative and Secretarial Support

To undertake all relevant and appropriate administrative support to meet the needs of the Executive Team.

To act as PA for the Vice Principal, Finance and Corporate Services and the Vice Principal, Curriculum & Student Experience.

Responsible for the production of a range of College documents both electronic and paper based e.g. policies, procedures, reports, letters etc.

To act as minute secretary at College wide meetings and for meetings of Regional Board Committees.

Develop electronic document sharing arrangements for the Board and its subcommittees.

To manage the communications of the Vice Principals e.g. internal, external incoming and out-going mail and management of e-mail.

Manage the electronic diaries of the Vice Principals.

Records Management – retrieval, storage and archive paper and electronic records.

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Responsible for the general administration of files and folders for the Executive Team and for the Regional Board.

Attendance at internal and external meetings as required.

Specific Duties

Assist the Vice Principal, Finance and Corporate Services in coordinating agreement of the scope of internal audit assignments with College management. Ensure internal and external audit papers are properly scheduled to appear on the agenda for Audit Committee. Maintain the internal and external audit follow up process.

Support the Vice Principal, Finance and Corporate Services in acting as co-ordinator for the receipt of College legal advice.

Support the Vice Principal, Finance & Corporate Services in acting as co-ordinator for College insurance advice.

Support the Vice Principal, Finance & Corporate Services in managing the College contracts register.

Support the Vice Principal, Curriculum & Student Experience in managing College Excursion authorisations.

To undertake Personal and Professional Development:

- Adopt flexible working methods to meet the changing needs of the College.
- Develop and maintain high quality standards appropriate to the post.
- Develop and maintain professional standards and expertise by undertaking relevant professional development.

To demonstrate appropriate Competency and Behaviours:

- Promote and comply with legislation including Health and Safety, Equalities and Inclusion, Data Protection, Prevent and Safeguarding.
- Conduct yourself at all times in line with our College values and behaviours.
- Comply with College Policies and Procedures relating to Staff and Students.

You may also be required to:

- Support the work of the College in terms of recruitment, marketing and resourcing as required.
- Undertake any other duties appropriate for the efficient and effective management of the College as directed.

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The above mentioned duties and responsibilities represent the current situation and may change over time to reflect the changing needs and requirement of the College.

Signed Date
(Staff Member)

Signed Date
(Line Manager)

JOB & PERSON SPECIFICATION

QUALIFICATIONS	Essential or Desirable
HNC or equivalent in relevant discipline (SCQF Level 7)	Essential

KNOWLEDGE	Essential or Desirable
Good knowledge of Microsoft products including Word, Excel, Outlook, PowerPoint, SharePoint.	Essential
Understanding of further education and/or public sector operating environment.	Desirable
Knowledge of insurance claims and renewals process.	Desirable
Knowledge of the internal audit process.	Desirable

EXPERIENCE	Essential or Desirable
Working in a large and diverse organisation.	Desirable
Working with staff at all organisational levels.	Essential
Providing administrative support to managers, including dealing with confidential matters, diary scheduling, correspondence and document management.	Essential
Working with students and members of the public.	Desirable
Providing secretarial support to Board level meetings, including scheduling, preparing papers and taking minutes.	Essential
Experience with a range of filing systems, electronic and manual.	Essential
Experience of dealing with external organisations, including at senior level.	Desirable

INTERPERSONAL SKILLS AND ABILITIES	Essential or Desirable
Ability to develop positive working relationships with individuals at all levels (internal and external) and to promote the College.	Essential
Ability to manage conflicting priorities and deadlines in a methodical manner to provide agreed outcomes.	Essential
Able to work on own initiative with limited supervision.	Essential
Ability to deal with sensitive and confidential matters.	Essential

OTHER ABILITIES/QUALITIES	Essential or Desirable
Effective prioritisation and organisational skills.	Essential
Able to plan ahead and anticipate support needs.	Essential
Capacity to work under pressure.	Essential
Ability to work effectively within a team.	Essential
E-literate and competent in developing, administering and using PC and associated networks and systems to acquire, manipulate and disseminate information.	Essential
Have a strong sense of purpose and the drive to achieve agreed goals.	Essential
Ability to maintain a tidy and organised workspace.	Essential

ATTITUDES AND BELIEFS	Essential or Desirable
Commitment to continuous professional development.	Essential
Commitment to high professional and personal standards of work and conduct.	Essential
A personal commitment to keeping your professional knowledge up to date and improving your capabilities. Formally recording your learning to show that you are actively committed to the development of your career.	Essential

WORK-RELATED CIRCUMSTANCES	Essential or Desirable
The ability to be flexible and provide support to other team members.	Essential