

**PETERHOUSE**

**JOB DESCRIPTION**

**JOB TITLE:**  Executive Assistant to the Master

**DEPARTMENT:** College Office

**RESPONSIBLE TO:** Master

**COMMUNICATION LINKS**

**VERTICAL:** Master, Senior Bursar

**HORIZONTAL:** Other members of the College Office, EA to the Fellowship and Senior Bursar and other staff Heads of Department

**About Peterhouse**

Peterhouse is the oldest College in Cambridge (founded in 1284) and is also among the smallest (currently 291 undergraduates; 176 postgraduates; 44 Fellows). The College provides accommodation for almost all its Junior Members either on or near the main College site. The College is, therefore, characterised by a greater degree of regular interaction between Senior and Junior Members than is the case in some larger Colleges. It is a vibrant community, with many active clubs and societies, and a strong tradition of table fellowship. Peterhouse is situated in Trumpington Street in Central Cambridge.

**BACKGROUND**

The College Office is a key administrative centre within Peterhouse and carries out a range of administrative duties for the College, the Chapel, its Fellows and certain key College Officers, including the Master, Senior Bursar and Dean. The post holder works in a team with the EA to the Fellowship and Senior Bursar, and the Administrative Assistant, sharing the general day-to-day management of the Office. The post holder meets regularly with the Master in the Master’s Lodge and acts as the Master’s primary executive support.

**JOB SUMMARY**

The primary role is to support the smooth running of the College by enabling the Master to carry out his wide-ranging duties and responsibilities. The role involves dissemination of relevant information around the College, liaison with a wide variety of external, high profile contacts, information gathering and briefing, event organization and provision of first-class ‘executive’ support, including diary management, administration of the annual Research Fellowships Competition and Research Associates Competition. In addition to the normal Executive Assistant responsibilities, the post holder will support the Master in relation to dealing with HR and personnel matters for Fellows, including supporting and, where appropriate, advising on recruitment processes for new Fellows and on new appointments for existing Fellows. The role offers the post holder a mix of autonomy and collaborative working whilst supporting a crucial function of the College. It is essential that the EA takes the initiative in driving tasks forward.

To ensure continuity in the College Office, the Executive Assistant to the Master works closely with the EA to the Fellowship and Senior Bursar, and the Administrative Assistant, sharing workload where appropriate and providing cover when necessary.

**DUTIES and RESPONSIBILITIES**

**Executive Support to the College**

*General Co-ordination*

* Working closely with the Master and other key College Officers, and delegating to other members of the College Office as appropriate
* To act as a key point of contact for matters requiring internal communication, from the Office for Intercollegiate Services, the Master, the Senior Bursar and other College Officers ensuring that relevant information is passed on to Fellows, College Officers and staff Heads of Department

*Fellows’ Personnel/ HR Support*

* To administer, using the HR database ‘Cascade’, all matters pertaining to Fellows HR including appointments, maintaining up to date Fellowship and College Office tenures/renewals/contracts; leaves of absence/sabbaticals; output and update various lists
* To support and, where appropriate, advise on recruitment processes for new Fellows and appointments to College Offices for existing Fellows
* To draft and administer appointment letters and contracts for the appointment of Fellows and other College members for approval and signature
* To collaborate with the Senior Bursar on induction and materials for new members
* To organize the admission of new Fellows and arrangements for Visiting Fellows including preparation of information packs
* To support the Master in dealing with matters pertaining to Fellows’ HR, including attending and taking notes in relevant meetings
* To maintain the College Committee Membership list in conjunction with the Master

**Executive Assistant to the Master**

* To manage the Master’s diary and to handle all requests for meetings or events
* To receive and filter all email and telephone enquiries addressed to the Master, preparing groundwork for responses and ensuring they are dealt with in a timely manner
* To draw up itineraries for College business and make travel arrangements for the Master and process expense claims
* In conjunction with the Development Office to research CVs and biographies of guests and visitors and prepare briefing notes for the Master
* To organize and ensure the smooth-running of a range of events, namely:

dinners in the Lodge, guest nights, pre-event drinks, receptions, the annual Christmas Children’s Party, and talks by external speakers, liaising with the Development Office, Butlers and Catering Department, issuing invitations and maintaining attendance lists

* To liaise with the Maintenance Team or outside contractors for all issues pertaining to the Master’s Lodge
* Arrange the design, printing and mailing of the annual Christmas Cards and notecards from the Master and the College Christmas cards
* Keep a schedule of reminders for recurring tasks and provide proactive updates
* To arrange a schedule of individual annual meetings between the Master and Fellows

**Administration of Key Competitions**

* To oversee the administration of the Research Fellowships Competition, using the online system which includes portal set-up, advertising, managing applications and enquiries, contacting evaluators, organising interviews and committee meeting arrangements
* To oversee the administration of the Research Associate Competition, including setting the timetable for the competition, advertising, collating applications, drafting appointment letters
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**College Office Management**

* To share with the EA to the Fellowship and the Administrative Assistant the update of the College website in respect of news, information and events; periodically auditing the website to ensure that contents are current
* Document safe-keeping, establishing and maintaining filing systems (electronic and paper) to facilitate quick and accurate retrieval of information
* To manage and produce the printed College Calendar and maintain the Google calendar
* Maintain the College global mailing lists
* To keep the College credit card and monitor expenditure
* To ensure security and confidentiality of all matters within the College Office and Master’s Lodge
* To provide cover for the EA to the Fellowship and Senior Bursar and Administrative Assistant as necessary during absences
* Act as the College’s point of contact and administrator for the Research Excellence Framework (REF)

The above is not an exhaustive list of duties. The post-holder may be asked to take on different tasks as required and are expected to work collaboratively to support the overall work of the College.

**KNOWLEDGE, SKILLS AND EXPERIENCE**

* Excellent organizational skills and proficient in Microsoft Office, Excel and Outlook 365
* Ability to work with the Raiser’s Edge alumni database, Cascade HR database and Microsoft Teams (training will be available)
* Ability to work on own initiative and also as an effective team player
* Ability to work with tact and diplomacy on sensitive matters and maintain confidentiality in relation to all matters within the College Office
* Willingness to carry out a wide variety of tasks and learn new skills
* An interest in HR/ personnel activities and some practical experience of these areas would be advantageous
* Good interpersonal relations
* Ability to remain calm under pressure
* General management skills

***Person Specification***

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|  | **Essential** | **Desirable** |
| **Education & professional qualifications** | * Educated to at least A level standard
* Strong experience of working as an Executive Assistant previously
 | * Higher level qualification
* Experience of an educational establishment or campus environment would be an advantage
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| **Experience – type and depth of experience required to do the job:** | * Significant experience in a role as an Executive Assistant
* Effective administrative skills to support, develop and enhance the roles within the College Office
* Excellent organizational skills and proficient in Microsoft Office, Excel and Outlook 365
* Ability to work with the Raiser’s Edge alumni database, Cascade HR database and Microsoft Teams (training will be available)
 | * Experience of working in a highly sensitive environment with time critical deadlines
* Working in a similar role in an educational setting
* An interest in HR/ personnel activities and some practical experience of these areas would be advantageous
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| **Special** **aptitudes****required**  | * Excellent tact and diplomacy on sensitive matters and maintain confidentiality in relation to all matters within the College Office
* Good communication skills and an ability to deal confidently with a diverse range of people
 | * Report writing and presentation skills
* Ability and aptitude to help the college develop new systems and procedures according to the changing needs of students, staff, Fellows and customers
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| **Personal****qualities** | * Absolutely reliable and trustworthy
* Good inter-personal relations
* Sensitivity, tact and discretion
* Collaborative and collegiate management style
* Attention to detail and an ordered approach to administration
* An interest in and commitment to the College and its educational mission
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**Hours and Salary**

Normal full time equivalent hours are 36.25 hours per week; some flexi-time options are available.

The salary for the post will be in the range of **£36,117 - £43,161** per annum

**Additional Benefits & Information**

The holiday entitlement is 25 days per annum, plus 8 bank holidays. The College provides car parking whilst on duty, which is subject to availability. The College offers an auto-enrolled pension scheme to eligible employees, after 3 months’ completed service. The scheme is the Cambridge Colleges Group Personal Pension Scheme (CCGPPS) with Aviva. Lunch is provided free of charge when on duty over lunchtime and when the College kitchens are open

.[[1]](#footnote-1)

 The College offers a medical cashback scheme to staff.

#### Health and Safety

All staff must adopt a responsible attitude towards health and safety and to comply with any procedures as required by the College in order to ensure the health and safety of themselves, their colleagues and any other persons that may be affected by their actions. They must be prepared to undertake any training provided in relation to health and safety or which is identified as necessary in relation to their work. The College operates a non-smoking policy; smoking is only permitted in the designated smoking areas and during official breaks.

**The closing date for applications is 8.00am on 30th April 2024. Interviews will take place on 14th May 2024.**

**Completed applications should be returned to:** The Human Resources Manager, at: hr@pet.cam.ac.uk

1. [↑](#footnote-ref-1)