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**Job Description**

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| **Job title:** | **Executive Officer (Fixed Term)** |
| **Department/School:** | **Institute of Coding** |
| **Grade:** | **7** |
| **Location:** | **Hybrid University of Bath premises / home working** |

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| **Job purpose** |
| **The Institute of Coding**  The Institute of Coding (IoC) is a national initiative, led by the University of Bath, which brings together a range of universities, industry groups, employers, training providers, outreach groups, and professional bodies to respond collaboratively to the UK’s digital skills gap.  By delivering accessible, industry-focused digital skills courses and events across the UK, the IoC is encouraging more people to pursue digital/tech careers via higher education and has enrolled over 1 million learners to date. With a focus on diversity and inclusion, the IoC is widening participation and ensuring that employers and individuals can access the skills they need to compete in the digital economy.  The IoC’s offering of more than 150+ courses have included industry accredited degree schemes, skills intensive bootcamps, and flexible short courses that help people upskill and reskill to boost their employability.  **The role**  This is a complex high-profile organisation and the Executive Officer will play a key role in supporting all aspects of its business. They will provide proactive executive support to the Director of the IoC and the IoC team, across the range of their responsibilities including research and analysis, report and paper writing, preparation of briefing materials and administration. The role has a focus on senior stakeholder management, supporting the Director’s interactions with a broad range of stakeholders including various Government agencies and large, multinational tech firms with particular focus on business development.  The appointee will be required to develop strong working relationships with academic and professional staff from across the consortium and beyond, including engaging with staff at senior levels within industry, academia and Government. The role may also support a number of Institute initiatives and activities as determined by the overarching strategy.  With the challenges and opportunities of the dynamic IoC, it is anticipated that the role will evolve and it is essential that the appointee has a flexible approach and the ability to be proactive in helping to manage the Director’s and IoC team’s workload, using initiative, sound judgement and creativity. There may some occasional UK travel involved.  **Our team culture**  We are an inclusive, engaged and high-functioning team, with core values that include respectful collaboration, innovation, adaptability and agility. We are looking for someone who will help us to respond to the national digital skills gap, while making a positive contribution to our internal culture.  The work that we do is fast-paced and can be challenging, so it is approached through positivity and teamwork. Each member of the team plays a key role, and their contribution is recognised and valued. Communication is considered essential – both within the team and with external stakeholders – and we strive to ensure that everything we do is purpose-driven and high quality. |

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| **Source and nature of management provided** |
| Institute Director |

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| **Staff management responsibility** |
| n/a |

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| **Main duties and responsibilities** |
| 1. Take responsibility for ensuring the Director is briefed on all meetings, collating relevant papers and materials and undertaking research to support meetings and allowing any required preparation time. 2. Managing and maintaining the Director’s calendar. Ensuring colleagues are aware of changes that affect them in a timely manner. 3. To manage the Director’s competing priorities and make decisions in their absence on those issues that can be resolved. 4. To prepare and collate information for time critical reports, presentations, spreadsheets, correspondence and graphics. 5. Perform research and analysis to prepare briefing papers and reports. 6. Attend Management and other committee/Board meetings as minutes secretary ensuring minutes and actions are updated, communicated and maintained on a timely basis. To ensure actions from meetings are followed through, taking responsibility for decision-making where appropriate 7. Coordination of logistics planning for both in-house and external events including booking travel and accommodation 8. To draft emails, letters and reports on behalf and in support of the Director, as required 9. To resolve issues on own initiative and judgement, liaising with other University and external offices as necessary 10. To liaise with partners across the IoC and external senior stakeholders in the production of papers, reports, briefings and management information for committees and other meetings. 11. To liaise with senior level Board members, government departments and other external stakeholders. 12. To contribute to and participate in reviews associated with the Institute 13. To work closely with the Head of Operations and the central IoC team in furtherance of the IoC’s aims and objectives |
| The post will at all times require close liaison and collaboration with other members of the IoC staff and a collegiate approach is essential.  You will from time to time be required to undertake other duties of a similar nature as reasonably required by your line manager. You are required to follow all University policies and procedures at all times and take account of University and IoC guidance |

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**Person Specification**

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| **Criteria: Qualifications and Training** | **Essential** | **Desirable** |
| Education to degree level or equivalent experience | Y |  |
| A background/experience in a STEMM (science, technology, engineering, mathematics, or medicine) discipline |  | Y |

| **Criteria: Knowledge and Experience** | **Essential** | **Desirable** |
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| Significant experience of working in a senior administrative role | Y |  |
| Experience of complex calendar management | Y |  |
| Experience of management of email inbox | Y |  |
| Experience of liaising with senior stakeholders | Y |  |
| Experience of working in a project environment (in particular project start-up phase) | Y |  |
| Experience of working with confidential information | Y |  |
| High level of literacy and ability to draft correspondence, reports, papers, briefing notes and presentations and service meetings | Y |  |
| Proven ability to work on own initiative | Y |  |
| Experience of providing effective one-to-one support at a senior level |  | Y |
| Prior experience of working within Higher Education, or demonstrable experience of working in a complex organisation with multiple stakeholders |  | Y |
| Advanced knowledge and application of standard IT packages and databases | Y |  |
| Experience of working with academic staff |  | Y |
| Experience of developing and implementing systems and processes |  | Y |
| Proficient user of university systems (Agresso, Wikis, Moodle) |  | Y |

| **Criteria: Skills and Aptitudes** | **Essential** | **Desirable** |
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| Proven strong written and oral communication skills including report writing and presentations | Y |  |
| Highly developed interpersonal skills – able to communicate, present, advise, and facilitate effectively, confidently, and professionally at all levels including the most senior staff | Y |  |
| Proven ability to work productively, both independently and as part of a team | Y |  |
| Proven organisational skills | Y |  |
| To have a confident approach and able to work on own initiative to successfully prioritise and manage own workload with autonomy and minimum supervision amid conflicting demands and busy work periods. | Y |  |
| A flexible and respectfully collaborative approach, with the ability to successfully navigate team and project requirements | Y |  |
| Demonstrable attention to detail, with a methodical approach to work | Y |  |
| Capability to manage and prioritise a high workload, often working to tight deadlines | Y |  |
| Ability to filter information and assess priorities for the Director |  | Y |
| Ability to generate new ideas and recommendations for change/improvement |  | Y |

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| **Effective Behaviours Framework**  The University has identified a set of effective behaviours which we value and have found to be consistent with high performance across the organisation. Part of the selection process for this post will be to assess whether candidates have demonstrably exhibited these behaviours previously. |
| **Managing self and personal skills:**  Willing and able to assess and apply own skills, abilities and experience. Being aware of own behaviour and how it impacts on others. |
| **Delivering excellent service:**  Providing the best quality service to all students and staff and to external customers e.g. clients, suppliers. Building genuine and open long-term relationships in order to drive up service standards. |
| **Finding innovative solutions:**  Taking a holistic view and working enthusiastically and with creativity to analyse problems and develop innovative and workable solutions. Identifying opportunities for innovation. |
| **Embracing change:**  Adjusting to unfamiliar situations, demands and changing roles. Seeing change as an opportunity and being receptive to new ideas. |
| **Using resources:**  Making effective use of available resources including people, information, networks and budgets. Being aware of the financial and commercial aspects of the University. |
| **Engaging with the big picture:**  Seeing the work that you do in the context of the bigger picture e.g. in the context of what the University/other departments are striving to achieve and taking a long-term view. Communicating vision clearly and enthusiastically to inspire and motivate others. |
| **Developing self and others:**  Showing commitment to own development and supporting and encouraging others to develop their knowledge, skills and behaviours to enable them to reach their full potential for the wider benefit of the University. |
| **Working with people:**  Working co-operatively with others in order to achieve objectives. Demonstrating a commitment to diversity and applying a wider range of interpersonal skills. |
| **Achieving results:**  Planning and organising workloads to ensure that deadlines are met within resource constraints. Consistently meeting objectives and success criteria. |