New City College

Job Description

TITLE: PA to Group Executive Director of HR

GRADE: Scale 7

REPORTS TO: Group Executive Director HR

HOURS: Contracted for 35 hours per week.

Purpose of the Role

To provide a full secretarial support service to the Group Executive Director of HR including leading on the administrative requirements arising from areas and responsibilities of the Group Executive Director of HR.

Support the wider Human Resources team.

Key Responsibilities:

Executive Support & Administration

- Provide a comprehensive PA and secretarial service to the Group Executive Director of HR, including complex diary management, coordinating correspondence, liaising with professional advisers and external stakeholders, organising administrative and planning processes, servicing meetings, and arranging travel and accommodation.
- Prepare high-quality documents, reports, presentations and meeting papers for both internal and external audiences, ensuring the College is represented professionally at all times.
- Lead and coordinate the administrative processes required to support the Group Executive Director of HR in the effective delivery of their responsibilities.
- Deal with internal and external enquiries with professionalism, discretion and confidentiality.

Confidential HR Support & Team Collaboration

- Provide administrative support for highly confidential and sensitive HR matters, including disciplinary, grievance and other employee relations cases.
- Support the planning and delivery of whole-College events, formal visits and hospitality arrangements as required.
- Work collaboratively with colleagues across the administrative team to provide PA support to members of the Senior Management Team when necessary.

- Undertake additional duties appropriate to the role, as reasonably requested by the Group Executive Director of HR.

In common with other support:

- All term-time staff are required to return to work on the Monday before GCSE results are released in August; this date is approximate and should be checked before making any commitments. No annual leave is to be booked during the enrolment period, and all staff will be expected to support enrolment activities throughout this time.
- All staff are expected to support exam invigilation and will be required to cover up to three exams per year, excluding GCSE exam support.
- Completion of two open evenings, or one Saturday open day, will be required across the year. These hours are provided in lieu of the additional Christmas holiday days granted to staff who have undertaken these open day commitments.

In common with all other Staff:

- To support and deliver the College's value and strategic intent.
- Ability to follow HR policies and practices within business support functions, with a strong commitment to diversity, equality and inclusion and to ensuring fair and inclusive outcomes for all staff
- Proven ability to deliver services and support to culturally and ethnically diverse communities, contributing to an inclusive college environment.
- To take responsibility for one's own professional development and participate in relevant internal and external activities.
- To implement the College's safeguarding policies and practices.
- To uphold your health and safety responsibility in line with the College's Health and Safety policy.
- To undertake any other duties commensurate with the grade and responsibilities of the post which may be required from time to time.

Additional Information:

Safeguarding Statement

The College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

Criminal Convictions, DBS & Ongoing Disclosure

This role requires an Enhanced DBS check. Applicants must declare any unprotected convictions. During employment, the post holder must report any new relevant convictions, cautions, or police involvement in line with safeguarding requirements.

Equality, Diversity & Inclusion

The College is committed to equality of opportunity and inclusive practice. We welcome applications from all sections of the community and expect all staff to uphold anti-racist, inclusive and respectful behaviours.

Review of Job Description
This job description will be reviewed regularly to ensure it remains an accurate reflection of the duties and responsibilities of the post holder and continues to meet the needs of the College.

Person Specification –

Education & Qualifications

- GCSEs (or equivalent) in English and Maths
- Basic literacy, numeracy and IT skills

Experience

- Previous experience working in an administrative support role, including support at senior leadership or executive level.
- Experience of providing comprehensive diary management, correspondence handling and meeting administration.
- Experience of supporting confidential and sensitive matters, maintaining discretion and professionalism at all times.
- Experience of setting up, maintaining and improving effective administrative systems and processes.
- Experience of organising events, meetings, hospitality arrangements, travel and accommodation.
- Experience of working collaboratively within an administrative team and supporting multiple stakeholders.

Knowledge, Skills & Behaviours

- Excellent written and verbal communication skills, with the ability to communicate effectively with stakeholders at all levels.
- Advanced IT skills, including Outlook, Word and PowerPoint within the Microsoft Office suite, together with strong research skills.
- Ability to work independently, manage competing priorities and meet deadlines with minimal supervision.
- Strong organisational and planning skills, with excellent attention to detail and accuracy.
- Ability to handle highly confidential and sensitive information with discretion and integrity.
- Proactive and flexible approach to work, with the ability to adapt to changing priorities.
- Strong customer service skills and a commitment to providing a professional and responsive service.
- Ability to build and maintain effective working relationships with colleagues, senior leaders, external partners and other stakeholders.
- Commitment to teamwork and supporting colleagues to achieve shared objectives.

Professional Responsibilities, Values & Commitments

- Demonstrates a commitment to safeguarding and promoting the welfare of children and vulnerable adults, in line with statutory duties and college policies.
- Upholds inclusive values by supporting stakeholders from diverse backgrounds through fair, respectful, and unbiased practice.
- Maintains a safe working environment by following health and safety legislation, risk management procedures, and College guidance.
- Understands and applies confidentiality and data protection principles when handling information.
- Shows a commitment to continuous professional development and ongoing learning relevant to the role.
- Acts as a positive role model, demonstrating professionalism, integrity, reliability, inclusive practice, and anti-racist behaviours that reflect the College's values and expectations.