



## **Administrative Assistant**

### **GRADE 4**

#### **Job Purpose**

To provide a range of administrative and support services to an individual, team or business unit.

#### **Main Duties and Responsibilities**

1. Deliver a range of administrative and/or customer services in support of team outcomes.
2. Provide support to groups and committees including notetaking, minuting and subsequent preparation of minutes as appropriate.
3. Prepare documents, presentations and other materials to a clear brief, using established formats and standard software packages.
4. Maintain plans and budget tracking and supporting documentation.
5. Prepare straightforward analysis, interpretation and data manipulation.
6. Prepare and manage communications and engagements with a range of stakeholders.
7. Set short term priorities or work schedules, assigning straightforward and routine tasks to others, to ensure operational efficiency.
8. Collaborate with colleagues and participate in team/group meetings/seminars/workshops across the team.
9. Resolve issues, applying sound judgement based on experience, largely without reference to others to provide an effective service and clear advice to colleagues and customers.
10. Undertake any other reasonable duties as required by the team.
11. Engage in reasonable professional development activities as appropriate.
12. To contribute to the enhancement of the University's international profile in line with the University's strategic plan.

**Qualifications**

- Either: Ability to demonstrate the competencies required to undertake the duties associated with this level of post having acquired the necessary knowledge and skills in a similar role.
- Or: Scottish Credit and Qualification Framework level 5 or 6 [National 5 or 6, Scottish Vocational Qualification level 2 or 3] or equivalent, and experience of personal development in a similar role.

**Knowledge, Skills and Experience**

- Ability to undertake assigned tasks in a timely manner and to an acceptable standard
- Detailed knowledge of relevant systems, equipment, processes and procedures including software packages
- Initiative and judgement to plan or schedule work days and weeks ahead, and to respond to changing requirements and resolve problems independently
- Ability to communicate clearly, clarifying requirements, responding to colleagues and customers