

**PEMBROKE COLLEGE**

**JOB DESCRIPTION/PERSON SPECIFICATION**

|  |
| --- |
| **JOB TITLE: MASTER’S PA**  |

*This job description and person specification outlines the key accountabilities of, and output required from, the postholder as well as skills, qualifications and experience needed in order to carry out the role. It is not a definitive list.*

|  |  |
| --- | --- |
| **Department:** |  Master’s Office |
|

|  |  |
| --- | --- |
| **Organisation Chart:** |  |
|  | The Master |
|  | **🡫** |
|  | **Master’s PA** |

 |
| **Purpose of the Job:**  | To assist the Master in all aspects of his work as Head of House. |
| **Responsible to:** | The Master. |
| **Responsible for:** | Working closely with the Master and the Fellowship of the College. |
| **Location:** | Pembroke College. |
| **Hours of Work:** | 36.5 hours per week, Monday – Friday. |
| **Qualifications:** | Educated to A level standard or equivalent. |
| **Skills:** | * Good standard of typing, internet, email, spread sheet, database and Microsoft office systems (essential).
* Ability to create and update blogs or social media postings at the Master’s request.
* Excellent organisational, analytical and research skills.
* Mature approach and highly developed interpersonal skills.
* Ability to work with patience, tact and diplomacy.
* Ability to exercise complete discretion at all times.
* Ability to act on own initiative as required.
 |
| **Work Experience:** | * Previous experience in a related or similar environment.
* An understanding of the Master’s role as Head of House, in the context of Pembroke College and Cambridge University.
 |
| **Budget Responsibilities:** | **N/A** |  | **Annual Budget****£** |
| **Main Duties and Responsibilities** |
| **1** | Plan, prepare and co-ordinate engagements and diaries on behalf of, and in consultation with, the Master.  |
| **2** | Organise and make arrangements for events, receptions, dinners and other engagements at the Master’s Lodge, Master’s Seminars in College, and other events as necessary.  |
| **3** | Act as Secretary to the Mill Lane Project Board, the Fellowship Committee and the Research Committee, including preparation of agendas, papers and minutes.  |
| **4** | Assist the Master in his role as Chair of the Curator’s Committee, and liaison with the Curator.  |
| **5** | Assist the Master with the preparation of agenda items and papers for the College Meeting. |
| **6** | Liaise with other College Officers and their offices on a regular basis. |
| **7** | Maintain accurate Fellowship records; ensure Fellowship renewals and retirements are arranged as necessary; prepare correspondence for new Fellows; prepare annual Fellowship returns for the Gazette and the Reporter.  |
| **8** | Supply a high level of PA assistance, including dealing with telephone enquiries, preparing correspondence, preparing and circulating papers, agendas and minutes; liaising for, planning, preparing and co-ordinating meetings; maintaining and distributing lists and information; researching and preparing information as requested; liaising across all departments of the College.  |
| **9** | Oversee, occasionally, the arrangements for recruitment of College officers. |
| **10** | Liaison with the Vice-Chancellor’s office, other University offices, other Heads of College, University departments, and any outside stakeholders.  |
| **11** | Liaison with the Development Office regarding the Master’s role in fund-raising for the College, and in the organisation of any UK or overseas travel in this connection.  |
| **12** | Maintain accurate and up-to-date office filing systems and databases. |
| **13** | Deal with emergencies and sensitive issues in the absence of the Master; where necessary, deal undirected with issues on the Master’s behalf, but know to seek direction when appropriate.  |
| **14** | Maintain contact with any external organisations where the Master is involved. |
| **15** | Undertake other duties as the need may arise.  |
| The above job description is a guide to the work you may be required to undertake but does not form part of your contract of employment. Pembroke College reserves the right to change the duties detailed in this job description to reflect changing circumstances. Changes will be introduced following discussion with the post-holder.  |
| **Job Description prepared by:**  | **Lord Chris Smith** |
| **Date:** | **9th July 2019** |

|  |
| --- |
| **PERSON SPECIFICATION** |
|  | **Essential** | **Desirable** |
| **Qualifications/academic achievements/education**  | * Educated to A level or equivalent.
 |  |
| **Skills/knowledge/training** | * Good standard of typing, internet, email, spread sheet, database and Microsoft office systems (essential).
* Ability to create and update blogs or social media postings at the Master’s request.
* Excellent organisational, analytical and research skills.
* Mature approach and highly developed interpersonal skills.
* Ability to work with patience, tact and diplomacy.
* Ability to exercise complete discretion at all times.
* Ability to act on own initiative as required.
 |  |
| **Experience – type and depth of experience required to do the job** | * Previous experience in a related or similar environment.
* An understanding of the Master’s role as Head of House, in the context of Pembroke College and Cambridge University.
 |  |
| **Personal attributes** | * Ability to work with patience, tact and diplomacy.
* Willingness to act on own initiative as necessary
* Mature approach and highly developed interpersonal skills at all levels.
 |  |
| **Special Conditions (e.g. must hold driving licence/able to work weekends)** |  |  |
| **Membership of a professional body** |  |  |
| **Confidentiality** | * Ability to exercise complete discretion and confidentially at all times.
 |  |
| **Person Specification prepared by: Lord Chris Smith****Date: 8th July 2019** |