

### **Job Description**

<b>Job Title</b>	Executive Assistant & Governance Administrator (Maternity Cover)
<b>Salary Scale</b>	LIPA Scale 8
<b>Responsible To</b>	Principal/Chief Executive Officer (CEO)
<b>Liaison With</b>	Chief Operating Officer (COO) and other senior employees The Chair of Council, the Board and Members
<b>Number in Post</b>	1
<b>Date Drafted</b>	January 2026

#### **Job Purpose**

To act as Executive Assistant to the Principal/CEO, and Executive Leadership Team. The post holder will act as the first point of contact for all enquiries to the Principal/CEO and ELT (where appropriate) to routinely manage all correspondence, diary, travel, expenses and ad hoc projects, as delegated by the Principal/CEO, COO and senior team.

The postholder will provide administrative assistance to Council, committees and working groups as appropriate.

The postholder will also support the coordination and administration of institutional events as directed by the Principal/CEO and other senior colleagues including:

- Graduation.
- Institutional Academic Events; and
- Staff Engagement Events.

#### **Major Tasks**

1. To provide Executive Assistance to the Principal/CEO and ELT.
2. To perform administrative tasks as required by the Principal/CEO including preparations for meetings involving the Principal/CEO and ELT.
3. To prepare for meetings involving the Principal/CEO.

4. External relationship management.
5. Event coordination and management.
6. To provide administrative support to Council and the committees that fall under the LIPA governance structure.
7. To undertake other duties commensurate with the level and expectations of this role.

## Job Activities

### Major Task 1: To Provide Executive Assistance to the Principal/CEO and ELT

1. To provide a confidential Executive Assistance to the Principal/CEO and ELT as required.
2. To handle enquiries for the Principal/CEO and ELT both in person and via email and telephone, dealing with them in a sensitive and confidential manner. To manage all correspondence for the Principal and where appropriate for the senior leaders, taking action as necessary using own initiative or with instructions.
3. To manage diaries and make appointments for and on behalf of the Principal/CEO.
4. To answer and screen telephone calls.
5. To produce a variety of documents (spreadsheets, reports, schedules etc).
6. To manage the Principal/CEO's inbox; filtering and responding where possible.
7. To develop and maintain comprehensive follow-up procedures for matters in hand and to be dealt with, and to draw such matters proactively to the attention of the Principal/CEO at the appropriate time.
8. To keep the Principal/CEO's papers and general office arrangements in an orderly manner ensuring that filing is properly maintained and up to date.
9. To make all travel arrangements for the Principal/CEO in connection with external meetings in both the UK and overseas.
10. To make arrangements for, and to welcome, visitors to the Principal/CEO, including the provision of accommodation, travel and general hospitality; and
11. To administrate the monthly credit card reconciliation for the CEO and raise POs where required.

**Major Task 2: To perform administrative tasks as required by the Principal/CEO including preparations for meetings involving the Principal/CEO and ELT**

1. Support strategic plans, goals and the development of action plans.
2. Coordinate high-level Principal/CEO reports across ELT for Council meetings.
3. Coordinating bimonthly individual meetings between the directors and the Principal/CEO.
4. To support the Principal/CEO and ELT in coordinating and project managing appropriate new initiatives and projects across the organisation; and
5. Support the Chair and Council for ad hoc tasks and meetings including accommodation and hospitality if required.

**Major Task 3: To prepare for meetings involving the Principal/CEO**

1. To coordinate and support the following meetings:
  - Weekly Executive Leadership Team Meetings.
  - UCU Consultation and Nominations Committee.
  - Grievance and Appeal Meetings.
2. Coordination of meetings/papers to include:
  - Liaison with committee chairs to draw up agendas.
  - Produce, collate, and distribute the agenda and papers to ensure colleagues and governors receive them in a timely manner.
  - Notifying members and booking rooms/hospitality as appropriate.
  - Taking minutes; and
  - Following up on actions where required.
3. To take minutes at meetings of working groups as required by the Principal/CEO or COO.

**Major Task 4: External relationship management**

1. External Relationship Management for all contact including:
  - a. Lead Patron, Sir Paul McCartney.
  - b. Patrons.
  - c. Companions.
  - d. External stakeholders; and
  - e. Donors.

2. To support the Principal/CEO in hosting visitors to the institution.
3. Acting as a brand ambassador to internal and external stakeholders at all times, promoting the institution wherever possible forming and maintaining strong external and internal relationships.

#### **Major Task 5: Event coordination and management**

1. Co-ordinating the arrangements for Graduation including:
  - Booking the venue contract and liaising on ticketing arrangements.
  - Drawing up seating plans for the venue.
  - Managing arrangements for robes and photography.
  - Convening meetings of staff supporting the event.
  - Compiling minutes of such meetings and action plans.
  - Delegating work to colleagues for preparative work and delegating and supervising staff roles on the day.
  - Allocating seats to LIPA Staff and VIP guests.
  - Coordinating the procession.
  - Issuing invitations to invited guests and making travel/accommodation arrangements.
  - Arranging the VIP dinner.
  - Co-ordinating hospitality for guests and staff including a drinks reception.
  - Co-ordinating prizes.
  - Maintaining organisation of documentation and paperwork relating to graduation
2. Coordinating specific Masterclasses including internal publicity, liaising with technical teams, the venue manager, school directors and students, and making travel/accommodation arrangements where appropriate; and
3. Supporting institutional academic event coordination projects in liaison with the venue manager as directed by the Principal/CEO. Events such as conferences, symposium, research and knowledge exchange forum and other exchange forums.

**Major Task 6: To provide administrative support to Council and the committees that fall under the LIPA governance structure**

1. To provide administrative support and minute taking for the following Committees:

- LIPA Council.
- LIPA Academic Board.
- LIPA Audit Committee.
- LIPA Equity, Diversity & Inclusion Committee.
- LIPA Finance Committee.
- LIPA HE-MAT Committee.
- LIPA Nominations & Governance Committee.
- LIPA Remuneration Committee.
- LIPA Annual/Extraordinary General Meetings.

2. This includes:

- Setting of meeting dates.
- Drawing up calendars of business.
- Liaison with the Committee Chairs, Principal/CEO, and COO as appropriate in relation to drawing up agendas.
- Assembling required papers.
- Distribution of agenda and supporting papers.
- Notifying members and making arrangements in connection with the attendance of Council Directors and Members at meetings including, overnight accommodation and hospitality.
- Taking minutes and distributing them on a timely basis.
- Making arrangements for the safe custody of agendas, meeting papers and signed minutes.
- Providing support to the Chair of Council and Chairs of each committee to complete the actions from each meeting.
- Managing the quality of the information presented to Council.

3. To provide administrative support to the Council in connection with specific items including:

- Maintaining a record of membership.
- Supporting the Nominations and Governance Committee with succession planning, recruitment, induction and the development of Council Directors.
- Supporting the Chair of Council and Council Directors to ensure compliance with the regulatory requirements.
- Maintaining a record of attendance at meetings.

- Maintaining the register of the financial and personal interests of Council Directors and Members.
- Processing Council Directors' and, if applicable, Members' expenses claims.
- Maintaining a log of Council Directors' training activities.
- Administering skills audits; and
- Administering effectiveness reviews and training.

#### **Major Task 7: Common Duties**

1. Work flexibly, contributing to the Institute's projects of a general nature and, under supervision, providing cover and support for other technical staff as appropriate.
2. To participate in staff reviews and training programmes as required.
3. To always carry out duties with due regard to Equality and Diversity, Health and Safety and other Institute policies as agreed and revised from time to time.

#### **Notes:**

The duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Changes outside of this description will only be made after consultation with the aim of reaching agreement with the person concerned and will be recorded on the individual's job description.

#### **Location:**

Whilst the job is located on our main site, the post holder may occasionally be required to work on different duties or other jobs within their competence in their present or any other location as may be deemed appropriate. In all cases, regard will be paid to the qualifications, experience, current duties and responsibilities, and personal circumstances of the post holder.

#### **Hours:**

37.5 hrs per week, Monday – Friday. There may be situations whereby the postholder will need to put in the hours to ensure that e.g., agreed project/work deadlines are met. Some evening work may occasionally be required as may some weekend working.

## **Person Specification – Executive Assistant and Governance Administrator**

		To be identified by:
<b>Education and Qualifications:</b>		
An advanced level of study or a degree or equivalent preferably in an administration related subject, or equivalent work experience.	Desirable	Application Form/Certificates
<b>Experience:</b>		
Proficient computer skills and in-depth knowledge of relevant software such as MS Office Suite.	Essential	Application Form/Task
Previous experience of working as an Assistant to a Director or CEO of a medium sized organisation.	Desirable	Application Form/References
Experience of operating basic office equipment including photocopier and franking machine.	Essential	Application Form
Experience of attending meetings and taking notes.	Essential	Application Form/Task
Experience in scheduling travel arrangements.	Essential	Application Form
Experience of working within a FE or HE office environment.	Desirable	Application Form
Events management experience.	Essential	Application Form
<b>Knowledge, Skills and Ability:</b>		
Excellent calendar management skills, including the coordination of meetings.	Essential	Application Form
Excellent organisation and planning skills.	Essential	Application Form/Interview

Excellent verbal and written communication skills.	Essential	Application Form/Interview
Organised and methodical approach to work.	Essential	Interview
Approachable mature outlook, outgoing and confident manner.	Essential	Interview
Possession of initiative and ability to work without close supervision.	Essential	Application Form / Interview
<b>Commitment:</b>		
Enthusiasm and flexibility.	Essential	Interview
To LIPA's Equality, Diversity and Inclusion policies and practice.	Essential	Interview
To the provision of a high level of service to students and staff.	Essential	Interview