EMMANUEL COLLEGE

Job Description for – Personal Assistant to the Bursar

LINE MANAGER – Bursar

BACKGROUND INFORMATION

The Personal Assistant to the Bursar is an important role right at the heart of Emmanuel College, a friendly College right in the center of Cambridge.

Emmanuel College is a busy and friendly environment, and we welcome applicants from all individuals, regardless of their background. This role can be carried out in 3-5 days per week; with the responsibilities of the role being adjusted accordingly. Requests for alternative working patterns, such as, during the school holidays, will be considered. Hybrid working will be available following the initial training and induction period.

This is a varied role that can be tailored to the experience of the successful applicant, opportunities to develop skills or experience in different areas will be supported.

You will support the Bursar in their role of managing all non-academic functions of the College. The Bursar has overall responsibility for over 120 staff, including the Boathouse, Committee and Accommodation Manager, Finance Department, Catering department, Conferences, Gardening Department, Household Department, HR, IT, Maintenance Department, the Porters Lodge and the Sportsground.

If you are considering applying and would like more details about the role, the Bursar – Catherine Webb – will be very happy to answer any questions. She is contactable at: csw28@emma.cam.ac.uk.

PRINCIPAL RESPONSIBILITIES

Approximately 40-50% of the role will involve providing PA support to the Bursar. This will include:

1. Supporting the Bursar to develop strong relationships with College staff, students, Fellows, and external contacts, including managing a busy diary and arranging meetings.

2. Enabling the Bursar to deliver on their priorities, and ensure they are well-prepared for meetings.

3. Occasionally taking notes of the Bursar’s meetings and following up on action points.

4. Establishing strong working relationships with key contacts across the College and externally.

5. Managing confidential and sensitive information with discretion and integrity.

6. Any other duties reasonably required of the Personal Assistant to the Bursar.
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7. Observe and adhere to all College Policies at all times. Copies of which will be made available to the post holder on induction.

The content of the remainder of the role will depend on whether the successful applicant is part or full-time. It can be tailored to the experience of the successful applicant and areas that they might want to develop, but is likely to include:

8. Ad hoc support to the Bursar with the Governing Body’s requested review into the College’s financial and administrative processes. An aspect of this work could include basic research.

9. Support to the Bursar as the College’s Data Protection Officer, for example, providing support responding to Data Subject Access Requests.

10. Administrative support to the Bursar to ensure risks are well managed across the College, for example project-managing updates to the College risk register.

Person Specification

• PA or project management experience.
• Excellent IT skills including MS Office Word, Excel and Outlook.
• Excellent communications skills, both spoken and written.
• Excellent interpersonal skills with the ability to build relationships across a wide range of individuals.
• Tact and discretion in dealing with confidential or sensitive matters.
• Ability to use own initiative and work quickly and effectively under pressure, but also a team player comfortable working closely with colleagues.
• Excellent organisational and problem-solving skills.
• A confident, flexible, and adaptable approach.