

Personal Assistant

Permanent

Department:	Confucius Institute for Dance and Performance
Grade/ Salary:	Grade 4, £30,133 - £33,294
Contract Type:	Permanent
Hours:	35 (Full time)
Location:	New Cross, London

Goldsmiths

Goldsmiths, University of London is a world-leading centre of educational excellence where ground-breaking research meets innovative teaching and thinking. We're looking for inspiring and talented people to help build on our global reputation while also growing personally in a true learning organisation.

We are happy to supply information in alternative formats for disabled applicants. Please contact hr@gold.ac.uk to make your request.



Passionate about advancing equality
and celebrating diversity.
Together, we are different



Together
we are different

Confucius Institute for Dance and Performance

Goldsmiths Confucius Institute for Dance and Performance is not only a part of the Goldsmiths academic life, it is also part of a network of over 500 Confucius Institutes globally. Its partner institution is the renowned Beijing Dance Academy. Goldsmiths Confucius Institute has the honour of being the first Confucius Institute in the world, which is dedicated to dance and the performing arts.

Goldsmiths Confucius Institute for Dance and Performance has two main aims, Academic Chinese language teaching and Chinese studies; and Chinese performing arts and culture.

The Department is staffed a range of teachers, teaching assistants, and administrative staff; the current Director is Ms. Annie Guo. As the Department will handle not only the administration of its various courses but also on relevant events, we often must work under considerable pressure to meet internal and external deadlines; but the atmosphere is friendly and the work is satisfying and engaging, this post will appeal to anyone who relishes the challenge of working in a busy, lively and stimulating environment. Please note that to apply for this position, you should not need a visa to work in the UK.

For more information please visit our website at:

<http://www.gold.ac.uk/confucius-institute/>

Job description

Reporting to: Director of Confucius Institute

Summary:

The post holder will assist the department Director with their varied workload, which includes not only Personal Assistant duties (including proofing documents and emails, processing receipts and invoices, organising meeting papers and agendas, taking minutes, etc.), but also providing broader assistance on the Director's cross-departmental and college-level work and commitments. The post holder will also, where

appropriate, assist with the general administration of the department such as ordering supplies and stationary, arranging transport for events, liaising with IT and Estates for technical and maintenance issues, providing support for departmental events, etc.

PA duties

- To carry out PA duties, diary management, secretarial duties and general support to the Director;
- To assist the Director with email communications and written correspondences;
- To provide administrative support to the Director with her workload, including assisting with planning documents, finance and budgets, academic workload, events planning, etc.
- To efficiently organise meetings and meeting papers, including soft and hard copy files;
- To assist the Director with any other duties as reasonably required;

General Office Duties

- To act as a point of contact for general enquiries;
- To assist in maintaining a well-run professional office which is user friendly to staff, students and visitors;
- To process financial transactions, including purchase card approvals, purchase requisitions, expense claims, etc.;
- To confidently handle enquiries from both internal and external sources by telephone and email;
- To support with the maintenance of office supplies and equipment, such as stationery, paper etc;
- To support the general day-to-day running of the office;
- To take minutes in meetings as required
- To provide general typing, photocopying and preparing documents for public circulation;
- To assist in the preparation of documents such as presentations for events and workshops etc;
- To assist with departmental events and events planning, which may include some out-of-hours work as reasonably required;

- To assist with departmental marketing and communications, including managing the newsletter, departmental webpages, course promotion, etc.
- You will be required to undertake any other duties as may reasonably be required;
- Ensure that you are aware of and aligned with Goldsmiths' Regulations, Strategy, and Objectives to work together to proactively advance Equality and Diversity;
- At all times to help maintain a safe working environment by participating in training as necessary and following the Goldsmiths' Health and Safety Codes of Practice and Policy

Person Specification

Detailed below are the types of qualifications, experience, skills and knowledge which are required of the post holder. Selection will be made upon evidence of best-fit with this criteria.

The Essential criteria sections show the minimum essential requirements for the post, therefore if you cannot demonstrate in your application you meet the essential criteria categorised below, you will not be invited to interview.

The Desirable criteria sections show additional attributes which would enable the applicant to perform the role more effectively with little or no training.

The Category column indicates the method of assessment:

A = Application form **C = Certificate**
I = Interview **R = Reference**
T = Test **P = Presentation**

	Category
Essential Criteria 1 - Qualifications	
Qualified to at least undergraduate degree level	A, C, I
Essential Criteria 2 - Experience	
Secretarial/administrative experience (ideally gained in a Higher Education environment)	A, I, R
Experience of dealing with a wide range of customers by telephone, email, and face-to-face	A, I, R

Experience of using your initiative in the performance of your duties and to work without close supervision as required	A, I, R
Desirable Criteria 1 - Experience	
Experience working as part of a multicultural team	A, I
Essential Criteria 3 – Skills	
The ability to maintain a high level of confidentiality and discretion, and to act in a professional manner at all times	A, I, R
Advanced working knowledge of Microsoft Office packages, including Word, Excel, PowerPoint, Outlook, etc.	A, I, T
Effective numeracy and literacy skills, and the ability to present information in an accurate and appropriate format, with a high level of attention to detail	A, I, T
Excellent communication and interpersonal skills (written, oral, and listening), ability to converse appropriately with a variety of audiences, and be able to handle sensitive information in a diplomatic manner	A, I, T, R
The ability to react to changing demands and priorities, to work well under pressure in a busy office environment, and keep to strict deadlines	A, I, R
Ability to work independently as well as part of a team	A, I, R
Ability to demonstrate a methodical, well organised and flexible approach to work	A, I, R
Desirable Criteria 2 - Skills	
Strong diary management skills, using computerised systems	A, I
An understanding of data protection and GRPR regulations	A, I
Experience working on projects and supporting the delivery of clear outcomes	A, I
Proficiency in Adobe Creative Cloud software, such as Photoshop	A, I

Please also note that where qualifications are required, employment is conditional on the verification of them. Qualifications (must be original documents) will be checked before the first day of appointment.

For more information about the role, please contact Annie Guo, tel 020 7717 2517, e-mail a.guo@gold.ac.uk.

June 2022

Summary of Benefits

If you choose to work with us, you'll become part of a learning organisation that is committed to professional and personal development, with comprehensive and innovative staff development and wellbeing programmes.

You'll also have access to frequent lunchtime and evening talks, seminars and performances, and annual performance and development reviews.

Our other benefits include:

- Competitive salary
- Working in Zone 2, with fantastic transport links and interest free travel to work loans
- Excellent annual leave entitlement plus additional closure days at Christmas and Easter
- Membership of USS or LPFA pension scheme, dependent upon grade
- Maternity, paternity, shared parental leave and adoption leave and pay
- Contractual sick pay provision
- Access to an Employee Assistance Programme, offering 24/7/365 confidential and free advice, support and information service on a range of personal, family or work related matters.
- Free eye tests
- Cycle to work scheme
- Wellbeing initiatives including the Chaplaincy and Staff Choir

- On-site [dining facilities](#)
- Access to University of London facilities such as [Senate House Library](#)

Further information

For more information about Goldsmiths, please visit: www.gold.ac.uk/about

Thank you for your interest in working with us, we wish you all the best with your application.