

Job description

Post title and post number	Research Libraries UK (RLUK) Executive Assistant - 34604
Organisation advertising Description	Research Libraries UK (RLUK) Library Services – Academic Services
Post number	34604
Full-time/Part-time	Full-time
Duration of post	Permanent
Post is open to:	Internal and external candidates
Grade	Grade 6
Salary	Starting salary is in the range £24,520 to £26,779. Potential progression once in post to £30,122 a year.
Additional information	This post is working for Research Libraries UK (RLUK). The position will be based at either University of Birmingham or King's College London, depending on the successful candidate. Informal enquiries can be made to David Prosser (david.prosser@rluk.ac.uk) or Mike Mertens (mike.mertens@rluk.ac.uk)
Terms and conditions	Administrative and Other Related
Closing date	10 th February 2012

Job summary

Working within the Research Libraries UK (RLUK) team the jobholder will perform three main roles: - 1) To ensure the smooth running of the distributed RLUK office and support the work of the Executive and Deputy Directors and act as the main RLUK contact for member libraries and other stakeholders. 2) To manage RLUK's communication plan through newsletters, press contacts, social media, membership meetings, and other routes. 3) To provide support in specific areas of the RLUK strategic plan.

Main duties

1. To manage a distributed office of the Executive and Deputy directors between Birmingham and London and to act as the main RLUK contact for member libraries and other stakeholders

2. To work with the Executive and Deputy Directors on developing operational plans and workflow processes within the office and to monitor implementation and progress
3. To oversee day-to-day financial management of the office in liaison with the RLUK Treasurer and RLUK's accountants and to produce reports on a monthly basis
4. To manage routine company business such as reports to Companies House, the Charities Commission, and other relevant external bodies
5. To lead and manage the continued development and implementation of internal and external communications plans to ensure that RLUK's objectives and activities are presented coherently to stakeholders
6. To maintain and develop the RLUK website, twitter feeds and other communication channels, ensuring currency and relevance for all RLUK members and to the wider community
7. To support the Executive and Deputy directors in devising and delivering high profile conferences, events and briefings in order to promote and showcase RLUK activity
8. To work closely with the RLUK Chair and Board in arranging business meetings and to prepare papers, minutes and other company business papers
9. To maintain an interest and knowledge of developments and trends of strategic importance to RLUK and to produce briefing papers and reports for the Executive Director, as appropriate
10. To provide support for specific strands of the RLUK Strategic plan, including the RLUK mentoring programme
11. To undertake such other duties commensurate with the post as required through close working with the Executive and Deputy directors.

Person specification

- Education to degree level or equivalent
- Excellent oral and written communication skills
- Excellent interpersonal and networking skills
- Excellent organisational and time management skills and ability to manage workloads under pressure
- Experience of working independently and organising and prioritising work
- Ability to work in a strategic environment with a wide variety of colleagues, contacts and clients, both internal and external
- Agility and sound understanding including the ability to think creatively within constraints and to research, absorb and deliver information effectively
- Good project management experience and a track record of delivering outcomes and operational plans on schedule, and experience of monitoring budgets
- Experience of copy-editing or producing independent copy
- Knowledge of the web and use of the internet and other technologies as marketing and communications tools
- Experience of delivering communications and marketing materials, including using web sites and social media
- Experience of working in Higher Education or a research environment would be an advantage