



JOB DESCRIPTION

Job Title:	Personal Assistant (PA) to the Director of College Services
Responsible to:	The Director of College Services
Place of Work:	Christ's College, Cambridge and all property owned by the College in and around Cambridge
Salary Range:	Spine Point 35-36 on the University's single salary spine chart, pro-rata
Hours:	21.75 hours per week (flexi over 4 or 5 days)
Holidays:	33 days annual leave, pro rata (including public holidays)
Pension Scheme:	The College offers membership of a contributory pension scheme. Subject to your age and earnings level, you may be eligible for auto-enrolment into the scheme, and you have the right to opt in at any time.

Job Summary

The Personal Assistant (PA) to the Director of College Services (DOCS) plays a pivotal role in providing high-quality administrative, organisational, and project support. The PA is responsible for managing the DOCS's schedule, communications, and College committee responsibilities. A key function of the role is supporting formal meetings by preparing documentation and producing accurate and timely minutes. The successful candidate will also be encouraged to adopt digital tools and AI technologies to enhance efficiency, particularly in the area of minute-taking and meeting documentation. The PA will liaise with colleagues across the College and be a professional first point of contact for matters relating to the DOCS's office.

Key Responsibilities

Diary and Email Management

- Manage the DOCS's electronic diary and inbox with discretion and efficiency.
- Arrange and coordinate internal and external meetings, ensuring calendar

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balance between meetings and preparation time.

- Monitor and triage emails, responding to routine matters and flagging priority correspondence.

Committee and Meeting Support

- Support College committees chaired or led by the DOCS (e.g. Health and Safety, Estates, Fellows' meetings).
- Draft and distribute agendas, coordinate logistics, track agenda items, and collate papers.
- Attend meetings to take minutes; use AI tools to assist with note-taking and transcription where appropriate.
- Upload finalised minutes and documents to the College Intranet for distribution in a timely manner.

Project Administration

- Provide administrative support for College-led or DOCS-led projects including timeline coordination, communication tracking, and document management.
- Maintain oversight of key project milestones and support contractor or consultant liaison as required.

Administrative Collaboration

- Work collaboratively with both the Bursar's Assistant and Master's Assistant, and the wider admin team.
- Contribute to record keeping, event organisation, and general correspondence.
- Offer cover and continuity for essential administrative tasks during periods of absence or peak workload, particularly for the Bursar's Assistant.

The above is not an exhaustive list of duties. The post-holder may be asked to take on different tasks as required, and all employees are expected to work collaboratively to support the overall work of the College.

General Responsibilities

- To take part in the College's appraisal scheme and to undertake training as required.
- To be responsible for your own health and safety in the workplace.
- To fully comply with all the College's policies including equality of opportunity and data protection.
- To undertake any other reasonable request or duties commensurate with your post.

PERSON SPECIFICATION

Criteria	Essential	Desirable
Education/ Qualifications	Good general education, including English and Maths GCSE (or equivalent).	Higher education or secretarial qualifications.
Experience	<p>Previous experience in a PA, administrative, or office coordination role.</p> <p>Experience of minute taking for formal meetings.</p>	<p>Experience working in a College, University, or complex institutional setting.</p> <p>Familiarity with Committee structures and governance processes.</p>
Skills/knowledge and training	<p>Excellent written and verbal communication skills.</p> <p>Strong organisational skills and attention to detail.</p> <p>Ability to handle confidential matters with discretion.</p>	<p>Competence in Microsoft Office, particularly Outlook, Word and Teams.</p> <p>Experience using AI tools for transcription or summarisation (e.g., Otter.ai, Fireflies, Microsoft Copilot).</p> <p>Experience managing internal document systems or intranet uploads.</p>
Personal attributes	<p>Calm, professional and reliable; works well independently and with others.</p> <p>Proactive and confident in learning new digital tools.</p> <p>Adaptable, with a problem-solving mindset.</p> <p>Interest in process improvement and digital innovation in administration.</p>	<p>Proactive and confident in learning new digital tools.</p> <p>Interest in process improvement and digital innovation in administration.</p>