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| **Job Title** | **BUSINESS SUPPORT ASSISTANT** | |
|  | Grade 1  £15,925  35 hours per week, Monday to Friday  Full time, Permanent  Occasional work out-with these core hours may be required  (a flexi time system is currently being piloted) | |
| **Starting Date** | Monday 14 January 2019 | |
| **Role** | To provide administrative support to the RSE programmes directorate. | |
| **Key Tasks** | * Undertake a range of general administration tasks * Support various RSE meetings * Assist in the process of measuring the impact of RSE activities * Undertake other tasks as required by RSE | |
| **Competencies /Skills** | **ESSENTIAL**   * Experience in working in an administrative environment * Good attention to detail * Excellent time management and organisational skills * Good communications skills * Ability to work to tight deadlines and under pressure * Good problem-solving skills * Good team player and a flexible approach * A pro-active, ‘can-do’ attitude focused on supporting all colleagues and stakeholders. | **DESIRABLE**   * Previous experience of dealing with committees and academics |
| **IT Skills** | **Word** | **Excel** |
| Intermediate | Intermediate |
| Outlook | PowerPoint |
| Intermediate | Intermediate |
| CRM |  |
| Internal database (currently Integra Software) training will be provided | Rendezvous booking system – internal venue booking system (basic level, training will be provided) |
| **Staff Management Responsibilities** | The post has no staff management responsibilities | |
| **Responsible to** | Business Manager | |
| **Customer Groups** | **External**: Varied  **Internal**: All RSE Staff & Fellows | |

**JOB SPECIFICATION**

1. **Undertake a range of general administration tasks**

Act as the lead administrative support for a nominated team(s) of the Programmes Directorate which will include, but is not limited to the following:

* Arrange internal meetings, issuing invitations and sending follow-up reminders if required
* Book external venues, arrange catering, audio-visual facilities and cost new venues for external events and meetings, arrange accommodation and travel
* Administer invoices and expenses claims for processing and process purchase orders
* Photocopy and print materials and use a bring forward system for papers, documents etc
* Where required, collate invitation lists, name badges, support event registration desk
* Assist with PowerPoint presentations
* Rotate to other nominated team(s) to understand all elements of Directorate procedures, practices and workload

1. **Support various RSE meetings**

* Work in conjunction with the Executive Officer and Business Manager, arrange and issue outlook invitations for all Council, Foundation, Team leader and staff meetings to staff and fellows
* Work with Committee secretaries, arrange and issue outlook invitations for meetings of the SCIO and various Committee meetings
* Liaise with attendees or those concerned
* Book internal rooms, catering, conference calls
* Coordinate collation and circulation of Committee / meeting papers

1. **Assist in the process of measuring the impact of RSE activities**

* Work closely with the Business Manager and Impact Officer to support the collation and analysis of activity and impact data.

1. **Undertake other tasks required by RSE, this includes but is not limited to:**

* Undertake the mail duties as required
* Support Reception colleagues
* Apply RSE’s key behaviours and skills (See “Our Expectations” enclosed). You are committed and adhere to the RSE vision, mission and values
* Ensure all administrative processes comply with data protection legislation and are in accordance with RSE record management policy and processes
* Observe all health and safety requirements
* Work within and promote policies in relation to the RSE Diversity Policy
* The candidate will work across a range of teams consisting of 3-5 people so must be able to adapt to different ways and styles of communicating and working.

