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**Executive Assistant**

**Job Description**

**JOB DETAILS**

Job Title: **Executive Assistant (temporary, 6 months)**

Team: Corporate Services

Number of positions: 1

Reports to: Head of Corporate Services

Salary banding: Grade 3 (£29,850 – £37,007)

Dimensions: 1.0 FTE, 37 hours per week

Location: Bridgeside House, 99 McDonald Road, Edinburgh, EH7 4NS (with flexible working)

Budget control: None

**OVERALL PURPOSE OF THE JOB***.*

To provide direct support to the Commissioner to enable them to effectively fulfil their statutory duties.

**The key strategic issues impacting on this post:**

The Commissioner for Children and Young People (Scotland) Act 2003.

**KEY DELIVERABLES**

1. Ensure that the Commissioner’s time is managed effectively through excellent correspondence and diary management, liaising with the Senior Management Team and other staff to ensure that the Commissioner is fully briefed for all engagements.
2. Foster confidentiality and build trust with all stakeholders through effective management of relationships.
3. Monitor the Commissioner’s inbox, responding to emails where appropriate, flagging them to the Senior Management Team or allocating them to colleagues.
4. Write, oversee, and edit briefings and submissions for the Commissioner or their Senior Management Team where necessary.
5. Provide briefings for meetings
6. Collect, collate, and monitor actions emerging from meetings

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1. Maintain and manage the Commissioner’s busy diary, negotiating internal and external appointments, considering current priorities, and the need for desk time.
2. Coordinate the Commissioner’s participation in external events and communications, advising on speaking engagements and providing briefings.
3. Make recommendations, delegations and communicate messages and updates from the Commissioner to the wider organisation.
4. Support and maintain contacts and assist with the development of relationships between the Office and external organisations ensuring clear communication at appropriate levels.
5. Co-ordinate the Commissioner’s travel and accommodation, ensuring that expenses are correctly accounted for, liaising with colleagues to ensure financial processes are efficient and effective.
6. Co-ordinate all correspondence to and from the Commissioner, drafting correspondence, organising responses, and pursuing relevant information meeting the required deadlines.
7. Draft and disseminate agendas and associated papers for meetings, taking minutes and preparing notes and action lists with follow up of action points to conclusion.
8. Attend meetings at the request of the Commissioner, take notes and follow up actions.
9. Accompany the Commissioner to meetings deemed as appropriate by the Commissioner and Senior Management Team, and take notes and actions points from these meetings.
10. Support and coordinate the work of the Commissioner via their Senior Management Team.
11. Provide assistance to the Head of Corporate Services in the execution of the Corporate Services function.
12. Carry out other similar and appropriate tasks and duties as directed by the Commissioner.

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**Person Specification: Executive Assistant**

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| **Education** |  |
| **Essential** | Educated to Degree level or equivalent significant experience in a similar role. |
| **Desirable** | Relevant professional qualification |
| **Experience** |  |
| **Essential** | * Experience of working in a busy office environment supporting senior colleagues at an executive level * Experience assimilating and acting on complex information. * Able to work independently, without supervision. * Experience of handling confidential and sensitive information and acting as appropriate. |
| **Desirable** | * Experience of working in the children’s sector and/or similar * Experience of working in a private office role in parliament, government or similar. |
| **Competencies** | |
| **Essential** | * Commitment to human rights and CYPCS values, principles and commitment to resilience. * Deal with a range of complex and/or highly sensitive subjects that may be complex, conflicting, sensitive or of a confidential nature. * Ability to manage and prioritise a varied and unpredictable workload. * Excellent written and oral communication skills. * Ability to draft correspondence on behalf of the Commissioner and senior management as required. * Ability to provide clear communication at appropriate levels to a wide range of stakeholders and organisations, including senior contacts, Scottish Government and Scottish Parliament. * Accuracy and attention to detail at all times. * Confidence using Microsoft 365 and information management systems. * Calmness under pressure with the ability to prioritise work effectively and independently with a high level of concentration in a busy environment * Good interpersonal skills with ability to be tactful, diplomatic and able to respond appropriately in sensitive situations * Ability to deliver high standards and meet required deadlines * Ability to analyse complex and diverse information * Loyal and self-motivated with ability to display high levels of integrity and commitment. |