



## Section 1 - Description

## Section 2 - Job Purpose

**Section 3 - Organisation Chart (add the chart for Finance, Operations and ICT)**





#### **Section 4 - Main Responsibilities and Role**

- Provide full administrative support to College committees, boards and groups, as required, including scheduling meetings, preparing agendas, collating and distributing papers, minute taking, following up on actions
- Provide full administrative support to the 1599 at the Royal College Board of Directors ensuring the smooth and efficient running of all Director meetings
- Plan, organise and ensure the smooth running of all aspects of the HOPE Foundation including organising and administering Board meetings, managing the grant application process, liaising with grant recipients, ensuring funding distributed and reports received on time and updating the HOPE Foundation website as required
- Plan, organise and ensure the smooth running of the Inclusion Advisory Board and Forum including organising and administering regular meetings and any associated events or activities
- Provide administrative support to the Equality, Diversity and Inclusion (EDI) staff working group, following up on actions and ensuring that the College EDI Action Plan is up to date at all times
- Support the management of GDPR and data protection matters
- Support to the Director of Strategic Marketing and Digital in the administration of their directorate
- Support to the Director of Finance, Operations and ICT in the administration of their directorate
- Make travel arrangements both national and international as required
- To work closely with the College corporate Office Team, providing additional support when required
- To undertake other duties as directed by the Director of Finance, Operations and ICT

#### **Section 5 – Planning and Organising**

The workload of the Executive Assistant will be dynamic and as such the ability to plan and adapt workload to meet demands will be essential. S/He will be able to work to tight deadlines and manage multiple priorities, de-confliction of competing demands, prioritising workload and build forward planning into workload.

#### **Section 6 – Decision-Making**

Day to day decision making of the Executive Assistant will be limited in scope, but very important where it does apply.

The post-holder will influence decision-making by their relationship with the chairs of the various committees and is expected to use his/her initiative and judgement appropriately and to take such decisions which are within such scope of their role. This will include being able to demonstrate when situations need to be referred to a more senior member of staff.

#### **Section 7 – Knowledge, Experience and Skill Set Required**

The post-holder will require the following:

- Strong interpersonal skills in order to influence and interact effectively with a wide range of internal and external stakeholders
- Proven record of working in a multi-disciplinary organisation and the ability to coordinate different groups and activities
- Proven administrative skills, including minute taking and diary management
- Excellent written and verbal communication skills



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- Demonstrable ability to remain calm and focused under pressure
- Discretion and sensitivity are essential
- Excellent planning and organisational skills including ability to prioritise effectively and demonstrate a high attention to detail
- Excellent IT skills including the use of Microsoft Office and databases
- Excellent team working skills together with an ability to work on own initiative
- Knowledge and understanding of GDPR and data protection matters desirable