



Executive Assistant to the Director of Cultural Assets

Closing Date: Wednesday 22 January 2025, Midday

Expected Interview Date: 4 and 5 February 2025

Recruitment Reference:

HES/24/274

Starting Salary:

£32,255 pro rata per annum

Salary Range:

£35,255 - £38,245 pro rata per annum

Pay Band:

C

Directorate:

Cultural Assets

Location:

Longmore House/Flexible

Line Manager:

Lindsay Kentley,
Business Manager

Contract Type:

Permanent

Working Hours:

Full time, 35 hours per week

Thank you for your interest in the post of Executive Assistant with Historic Environment Scotland. Hybrid arrangements are to be discussed and agreed. Some degree of travel can be expected. This is a permanent and pensionable appointment.

The Executive Assistant plays a key role in supporting the Director of Cultural Assets and the broader Directorate in delivering the HES Corporate and Operational Plan. You will be proactive in providing critical business support to the Director and in representing him while engaging with internal colleagues and external contacts and customers.

You will efficiently manage administrative duties and work closely with the Director to prioritise activity, decision making and information flow. Creating capacity is a key objective of the post.

About us

We are the lead body for Scotland's historic environment; a charity dedicated to the advancement of heritage, culture, education and environmental protection. We're at the forefront of researching and understanding the historic environment, and addressing the impact of climate change on its future. We investigate and record architectural and archaeological sites and landscapes across Scotland and care for more than 300 properties of national importance. We have a People Strategy, which is an overarching strategy to ensure we support and develop staff within the organisation.

Our Vision

Our vision is that Scotland's historic environment is cherished, understood, shared and enjoyed with pride by everyone.



Our Priorities

- The historic environment makes a real difference to people's lives
- The historic environment is looked after, protected and managed for the generations to come.
- The historic environment makes a broader contribution to the economy of Scotland and its people
- The historic environment inspires a creative and vibrant Scotland
- The historic environment is cared for and championed by a high performing organisation.

Overview of the post and information about the team

The Cultural Assets Directorate is responsible for the strategic and operational management of cultural assets in the care of HES and helps to ensure that the knowledge, skills, and materials are in place for the broader historic environment. The Cultural Assets Directorate plays a prominent role in the generation of knowledge and disseminating it, setting standards, and enabling others to succeed. We undertake the development and delivery of significant projects for HES and lead on our climate change work.

To be the successful candidate, you will need to have, and confidently share, forward-thinking ideas on how you can make a difference to supporting the Director deliver our objectives and represent our Directorate and HES in an appropriate manner. You should have a plan for the future that includes your own development, inspiring others, and helping HES lead on being a high-performing organisation.

Key responsibilities, duties and objectives

Overall purpose of the role

You will proactively support your Director to help him to make best use of his time so he can focus on delivery of strategic objectives and priorities. You will be working on several different priorities at the same time and need to be competent in a wide range of skills, be flexible as and when needed, and solutions focussed with a very resourceful and resilient attitude and nature. You need to be adept at managing upwards and keeping your Director up to date with what is going on around the business, and ensuring that he is making the best use of his time.

You must be able to respond appropriately to a range of situations, using timing, judgement, and stakeholder management skills to build strong relationships within the Directorate and other colleagues across the Executive Leadership Team and the wider business.

You need to have excellent written and verbal skills and be competent in handling urgent business, managing diaries, agenda items, and information to support effective meetings and decisions. You will need to be a proactive networker and an

advocate for the directorate, the Director, and his Senior Management Team, engaging with a friendly, professional manner that engenders confidence and leaves a positive lasting impression.

What you will be doing

As one of our valued team members, you'll be doing some of the following to help make Historic Environment Scotland a high performing organisation:

- Working on your own initiative to creatively manage diaries, schedule meetings, and ensure that information, attendees, and supporting paperwork are accurately and appropriately managed.
- Drafting and circulating agendas, minutes, and supporting information as required, to ensure meetings run smoothly.
- Advocating for, and actively supporting the work of, your Director by anticipating his needs and priorities, undertaking research, and creating and managing work schedules that support the most effective use of his time.
- Creating itineraries and organising travel to make the most efficient use of time and resources.
- Triaging and responding to queries, drafting responses on behalf of the Director, liaising with staff across the Directorate's teams to ensure timely and appropriate responses, mindful of their work and commitments.
- Finding workable solutions to problems and situations, liaising with stakeholders and organisations to foster good working relationships, organising events, meetings, groups, and sharing knowledge and learning as appropriate.
- Acting as the conduit between the Director and internal teams, advocating and professional.
- Collaborating with the Business Manager and internal teams to ensure a streamlined approach to work, representing the Director's priorities and requirements.
- Working flexibly and creatively in planning and orchestrating work to ensure that the Director's priorities are met, organisational goals are achieved, and best practices are upheld.
- Commission/manage reports on behalf of the Business Manager and Director.
- Assisting with FOI and EIR enquiries, collation, and responses.

How you go about making a difference

- Your organisational skills need to be exceptional, so that you manage your and your Director's time in the most effective and creative way.
- You must be discreet and tactful, have professional intuition and sensitivity, and know when to make decisions on behalf of your Director.
- You will be a trusted and valued assistant and empowered to use your initiative, able to read complex and often sensitive settings, recognise and respond appropriately to a wide range of circumstances, and service key 'customers' appropriately.

- You plan in meticulous detail while always maintaining flexibility to deal with last minute 'urgent' requests.
- You understand the business and public corporate culture and can position meetings, correspondence, and communication effectively and appropriately, and provide the Director with insight that adds value to him.
- You are at ease forming good working relationships with people at all levels and enjoy working as part of a high-performing team, supporting the overall work with your skills and experience.
- You are self-directed, and able to use your initiative and foresight to support the needs of the Director and others.
- You have a positive, relaxed yet enthusiastic approach to life and work and are quick to offer support as needed, remaining calm and resilient under pressure.
- You are knowledgeable about corporate governance and have an eye for detail to ensure the business operates effectively.
- You know how to use technology to its full advantage, always looking for new and innovative processes and systems.

Post Competencies

You will be assessed against these competencies during our selection process.

Core Competencies:

- Delivering excellent Service – Demonstrating a commitment to quality services
 - Teamwork - Contributing to and supporting working together
 - Planning and Organising - Putting plans and resources in place to achieve results
 - Communication - Communicating appropriately and clearly
 - Knowledge & Expertise - Applying and developing knowledge and expertise to achieve results - (See below for specific criteria)
- **Management Competencies:**
 - Achieving results - Focusing on the delivery of objectives
 - Leading a Team/Project/Task – Focusing on leading a Team/Project/Task or developing people.

Knowledge, skills and experience

You will be required to demonstrate that you meet the requirements and qualifications below as part of the selection process.

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Essential requirements:

- Experience in supporting senior leaders, either in a PA/EA or business manager role previously
- Highly proficient in the use of Microsoft packages (Excel, PowerPoint, Word)
- Must be able to manage a busy diary and mailbox professionally and sensitively
- Must be proactive in managing and executing actions
- Ability to prioritise competing tasks and work independently
- Excellent written communication skills
- An eye for detail.

Desirable requirements:

- Working knowledge of SharePoint
- Having an up to date working knowledge of AV and smart technology
- Experience developing internal processes
- Experience in event management
- Experience in working with budgets and expenses

Qualifications & Professional Memberships:

Ideally a relevant qualification in Business Management or Administration would be beneficial and a desire to continue your professional development.

PA Diploma (desirable).



What we offer

We welcome applications from all nationalities, assuming that they have the right to work in the UK: applying for a job with us could open the door to a unique work environment. It will give you job satisfaction and excellent development opportunities, plus a competitive salary, 25 days paid holidays (rising to 30 days after 3 years' service) and 11.5 public holidays a year – pro rata for part time staff.

In addition, we offer a great benefits package to our employees which includes:

- flexible working hours (where appropriate)
- special leave
- maternity/paternity leave
- adoption leave
- reimbursement for relevant professional subscriptions
- support for further education and personal development
- study leave for work related courses
- access to a learning resource centre

Health and welfare

We offer you access to:

- our Employee Assistance Programme – for confidential advice and counselling
- an occupational sick pay scheme
- discounts at some local authority leisure facilities
- access to a free Headspace membership
- interest free loans for bicycles and annual travel passes (see 'season ticket' below)
- reasonable adjustments when needed, as part of our Equalities policy

Staff discounts

You will receive:

- free entry to all of our properties (with up to three guests)
- free entry to English Heritage, Manx and Cadw properties
- 20% off purchases in our retail outlets

Season tickets

You can receive an advance to help with the cost of buying an annual season ticket for travel between home and work. The advance is then repaid from your salary over the life of the season ticket. Available to all permanent and fixed-term staff.



How to apply for this post

You can apply on-line by visiting our website at <https://applications.historicenvironment.scot/>

Please complete a statement of competence looking at the essential and desirable requirements of this role. Guidance on completing a statement of competence can be found in the 'Recruitment Guidance' document, also available at the above website, which we recommend that you read, in conjunction with this job description.

Your application must arrive by the advertised closing date. Please note that when applying online, we will only be able to see your application once you fully submit it.

If you are unable to complete an online application form, please email recruit@hes.scot, quoting the job title and recruitment reference, and we will arrange for an application form to be sent to you.

Please note that, as we operate an electronic recruitment system, we will contact you via the email address that you provide in your application to inform you of the outcome of your application.

For further information about the post, please contact Lindsay Kentley, Business Manager, at Lindsay.kentley@hes.scot.

We welcome all applicants from under-represented groups within HES. We know from our [equality monitoring](#) that we need to increase our diversity in terms of ethnicity and disability. We also want to address occupational areas where the ratio is disproportionately in favour of women or men. We ask all applicants to complete the Equality Monitoring section of the recruitment paperwork to help us pursue a diverse and inclusive workforce. In support of our Gaelic language plan we welcome applications from Gaelic speakers.

Human Resources
Historic Environment Scotland