



Executive Assistant to the Director of People

Closing Date: 27 September 2023 (midday)

Expected Interview Date: week commencing 9 October 2023

Recruitment Reference:
HES/23/219

Starting Salary:
£28,541 per annum

Salary Range:
£28,541 to
£34,702 per annum

Pay Band:
Band C

Directorate:
People

Location:
Longmore House,
Edinburgh

Line Manager:
Business
Manager –
People
Directorate

Contract Type:
Permanent, Full-
Time

Working Hours:
37-Hours per
week (alternative
working patterns
will be
considered)

Thank you for your interest in the post of Executive Assistant with Historic Environment Scotland, based at Longmore House, Edinburgh. This is a permanent and pensionable appointment.

The Executive Assistant to the People Director will fulfil a vital role in supporting the Director and Business Manager in delivering an excellent service to a range of stakeholders. This will include providing executive support to the People Director and actively identifying ways to ensure the Director and Directorate operate as efficiently as possible.

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 People Directorate leads our employee focused people strategy that will help us deliver our heritage, culture, education, and environmental goals by finding and retaining the best people and enabling them to be truly brilliant.

The team consists of around 40 people who are responsible for delivering core people services, providing professional support and guidance to our leaders; equipping our people with the right skills and capabilities to excel in their roles today and in the future; and creating an employee experience which people want to be part of in an environment where inclusion, health and wellbeing are part of everyday life.

Specific to the People Directorate is the provision of support to the People Committee. This includes efficient planning for Board meetings, quality checking submissions and overseeing the minute taking of the meetings.

Key responsibilities, duties and objectives

Some of the key elements of the job are outlined below, which will contribute to making Historic Environment Scotland a high performing organisation:

- You will work on your own initiative creatively managing diaries, scheduling meetings at the right time, right place, always ensuring information, attendees and supporting paperwork is spot on. This will include taking care of the agenda, minutes, and supporting information to ensure meetings operate smoothly for a range of meetings, including for the People Committee.
- Manage the work of your director by prioritising, researching, and creating work schedules that support the most effective way for them to work. You will anticipate their needs and requirements so they can get on with their business.
- Prepare for meetings and events, drawing on your event management skills to ensure these are organised, effective and inspiring.
- Create itineraries and organising travel to maximise the time leaders have.
- Respond and draft responses on behalf of the director, including to complaints and FOI (Freedom of Information) requests, liaising with staff across their teams to ensure timely and appropriate responses, considering your knowledge about their work and commitments.
- Find solutions to problems and situations by drawing on your excellent knowledge of the business and working pragmatically to get the desired result.
- Liaise with external stakeholders and organisations to foster good working relationships, organising events, meetings, groups, and knowledge sharing and learning.
- Professionally liaise between the director and internal teams to deliver key objectives.
- Collaborate with internal teams to ensure a streamlined approach to work, ensuring the work reflects the priorities and requirements of the director, including supporting on project work



- Monitor budget spends for the Directorate, raising and receipting purchase orders and organising supplier setup as required.
- Support and action tasks for the People directorate on the Document Centre.
- Support the management of Groupcall, our Business Continuity Platform to contact colleagues in an emergency.
- Use technology to its full advantage, always looking for new and innovative ways to do things, whether that is processes or systems.
- Regularly monitor Director inbox, proactively actioning where appropriate.

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.

Essential requirements:

- Extensive experience of Microsoft packages (Outlook, Excel, PowerPoint, Word, Teams)
- Experience supporting and managing diaries of senior leaders
- Ability to prioritise competing tasks and work independently
- Excellent written communication skills

Desirable requirements:

- Working knowledge of Microsoft SharePoint
- Experience of using audiovisual and smart technology

Qualifications & Professional Memberships:

- A relevant qualification or experience in Business Management or Administration at [SCQF Level 6](#) or above is desirable

What we offer

We welcome applications from all nationalities, if 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 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/>.

Guidance on completing the application can be found in the 'Guidance notes for applicants' 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 Michael Dickson, Business Manager (People Directorate) via michael.dickson@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