

Executive Assistant to the Director of External Relations & Partnerships

Closing Date: Wednesday 21 February 2024, midday

Expected Interview Date: Week commencing 4 March 2024

Recruitment Reference:
HES/24/024

Starting Salary:
£30,539 pro rata per annum

Salary Range:
£30,539 to £37,131 pro rata per annum

Pay Band:
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Directorate:
External Relations & Partnerships

Location:
Longmore House, Edinburgh

Line Manager:
Bethany Lane, Business Manager - External Relations and Partnerships

Contract Type:
Permanent

Working Hours:
Full time, 37Hours Per Week

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.

You will be part of an outer office function working closely with the Director and other senior leaders. External Relations and Partnerships Directorate has a diverse remit so robust business support is needed. You will support the Director to manage their time more effectively. This means active triage of key issues and advising accordingly. This role works closely with the Business Manager to create systems and engage with all the teams, it will enhance the smooth running in the Directorate and balance reactive and proactive tasks.

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 role sits within the External Relations and Partnerships Directorate which leads the extensive and multi layered relationships which HES has with Government, stakeholders, partners and communities, in enabling us to deliver our long-term goals and objectives. The Directorate has a Corporate function with corporate governance as well as delivery on a number of strategies and Annual Operating Plan deliverables. There are six teams in the function which are Chief Executive's Office, Community and Economic Development, Development, Grants, Industrial Heritage and Strategy and Policy.

This role reports to the Business Manager for External Relations and Partnerships but will work closely with the Director. It is part of the Development Team including a Business Support Assistant (who provides wider Directorate support). The HES fundraising team also sits within this team.

We are looking for a candidate who can share their forward-thinking ideas on how you can make a difference to supporting your directorate and Director whether you previously worked in the public, private or third sector. 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 support your Director to help them to make best use of their time so they can focus on delivery of their strategic objectives and priorities. You enjoy working on lots of different priorities at the same time and proactively support your Director to achieve their goals. You can turn your hand to almost anything, are flexible as and when needed and are solutions focussed with a very resourceful and resilient attitude and nature. You don't mind managing upwards and making sure your Director is making the best use of their time. You will create strong relationships with colleagues across HES, working together to share information, good practice and solve problems. You put to good use your excellent written and verbal skills and some of your strongest skills include fitting in all the urgent business, managing diaries, agenda items and information to support effective meetings and decisions. You can do this without fluster or fanfare and enjoy the fact that no two days ever look the same; however, your self-satisfaction at a job well done every day keeps you motivated.

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:

- You will work on your own initiative creatively managing diaries, scheduling meetings at the right time, right place, always ensuring information, attendee details and supporting paperwork is spot on. You are a secretariat who takes care of the agenda, minutes and supporting information to ensure meetings operate smoothly.
- Managing 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.
- Preparing for meetings and events, drawing on your event management skills to ensure these are organised, effective and inspiring.
- Respond and draft responses on behalf of the Director, liaising with staff across their teams to ensure timely and appropriate responses, considering your knowledge about their work and commitments.
- Finding solutions to problems and situations by drawing on your excellent knowledge of the business and using your creative mind to get the desired result. Liaising with external stakeholders and organisations to foster good working relationships, organising events, meetings, groups and knowledge sharing and learning.
- Being the conduit between the Director and internal teams, always a positive representative for your executive and portraying professionalism always.
- Collaborating with internal teams to ensure a streamlined approach to work, you can help here by talking to them about priorities and requirements of your Director.
- Support various directorate or cross organisational projects as requested by the Director
- Undertaking a variety of financial and procurement processing and support activities, including raising purchase orders, setting up suppliers, reviewing manual purchase order and receipt requests to ensure accuracy, and liaising with business areas regarding open purchase orders and receipts.
- Support the Business Manager with Directorate financial management.

How you go about making a difference

We think you'll identify with most of the following:

- Your organisational skills are exceptional and manage yours and your Director's time in the most effective and creative way.
- You are discreet and tactful and know exactly when to make decisions on behalf of your Director.
- You will work in close alignment with members of the Business Support team to provide a coherent and smooth service to the Director and Directorate.
- You plan in meticulous detail while always maintaining flexibility to deal with those last minute 'urgent' that come up all the time.
- You understand the business and the world in which you operate and can position meetings, correspondence and communication effectively.
- A real team player who is at ease forming relationships with everyone, always making people feel at ease. You enjoy being around people, working as

part of a high performing team and by nature you are always supportive and fundamentally helpful.

- You are self-directed, always a few steps ahead, using your initiative to wow your Director with your foresight and ability to estimate their needs.
- Never flustered and always appearing calm, even when you are under pressure; you always visualise the result achieving your desired outcome.
- You are knowledgeable about corporate governance and take care of the details to ensure the business operates effectively.
- You are at the forefront and know how to use technology to its full advantage, always looking for new and innovative ways to do things, whether that is processes or systems.
- You enjoy networking with people inside and outside of the organisation and form relationships that are long-standing and credible
- You are devoted to your own personal development and look to expand your knowledge whether that is undertaking professional qualifications, getting involved in stuff that takes you outside your comfort zone or self-development; you know where you are going

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:

- Experienced in supporting senior leaders, perhaps working in a PA/EA or business manager role previously.

Historic Environment Scotland – Longmore House, Salisbury Place, Edinburgh, EH9 1SH
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- Advanced use of Microsoft packages (Excel, Outlook, Teams, PowerPoint, Word)
- Experience of managing diaries of busy executives
- Experience of undertaking meeting management tasks
- Ability to prioritise competing tasks in fast paced environment
- Ability to work independently
- Excellent written communication skills
- A demonstrated organised approach to work and planning
- Experience of handling sensitive information with discretion

Desirable requirements:

- Working knowledge of SharePoint
- Experience in event management.
- Knowledge of Oracle Fusion or similar finance system
- Experience in working with budgets and expenses
- Having an up to date working knowledge of AV and smart technology
- Previous experience in a Personal Assistant, Executive Assistant or Administrative role

Qualifications & Professional Memberships:

A relevant qualification or experience in Business Management or Administration at SCQF Level 7 or above is 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/>

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 Bethany Lane, Business Manager External Relations and Partnerships via email at bethany.lane@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