

JOB PROFILE

Job Title: Executive Administrator
Contract: Part time – one year fixed term
Salary: £21K pro rata plus benefits (20 hours)
Location: Edinburgh
Responsible To: Executive Assistant to the Director, Scotland & N Ireland
Direct Reports: None

Sector Skills Council
for the Creative and
Cultural Industries

Date: June 2008

Overall Purpose of the Role:

Provide project and administrative support to the Scotland and Northern Ireland team.

Resources Impacted On:

- Liaison with external contacts, including senior executives and industry partners.
- Liaison with internal staff.
- Project administration and management with assigned budgets as directed by project lead personnel.

Other Requirements:

- To assist with external meetings and events as required.
- To work, on occasion, outside of normal working hours e.g. delivering events.
- To travel, on occasion, to meetings in Scotland, Northern Ireland and London when necessary, an overnight stay may be required.

Key Responsibilities:

- Provide executive and administrative support, acting as contact point for all key relationships.
- Draft reports, correspondence, briefing notes and information summaries, often of a complex and sensitive nature and provide responses to requests for information in a timely manner. Produce presentations and other audiovisual

material including gathering of data and ensuring appropriate input from specialist colleagues.

- Organise room bookings, ensuring that the venues are suitable for purpose and within budget and refreshments provided where appropriate. Make travel arrangements, preparing itineraries and expense claims as required. Preparing weekly packs of meeting notes and travel and hotel bookings. Participate in organising company events as needed.
- Act as secretary to internal meetings as required, preparing agendas, minutes and supporting papers, drafting minutes, filing and ensuring all necessary follow-up action is completed on time.
- Provide a first point of contact for general enquiries, answer and redirect incoming telephone calls and record messages as necessary. Maintaining contact database. Respond to requests for information by despatching appropriate information materials.
- Take a lead role on relevant projects.
- Take responsibility for your own development and skills needs by committing to at least 5 days (pro rata) continuing professional development each year.
- To take responsibility for the health and safety of self, staff and clients – identifying recording and acting upon potential safety matters promptly and in accordance with organisation's policy and procedures.
- In addition to the duties set out above you may from time to time be required to undertake additional duties as necessary to meet the needs of the organisation.

PERSON PROFILE

Job Title: Executive Administrator

Date: June 2008

	Essential	Desirable
Experience	<ul style="list-style-type: none"> • Experience of providing administrative support • Diary management • Experience working in a busy office environment handling a varied and sometimes conflicting workload. • Experience of organising meetings, booking travel, accommodation and catering 	<ul style="list-style-type: none"> • Knowledge of creative industries • Knowledge of skills development and government skills policy • Knowledge of the UK's training and education system. • Interest in the skills issues facing the creative and cultural industries
Attainments	<ul style="list-style-type: none"> • Educated to Higher standard or equivalent • Highly proficient in MS Office, particularly Outlook & Word, PowerPoint & Excel skills • Demonstrates a high level of proficiency in written and spoken English. • Good keyboard skills • Numerate. 	<ul style="list-style-type: none"> • Business administration qualification • Training in project management • Database management
Special Aptitudes	<ul style="list-style-type: none"> • Excellent interpersonal and communication skills (oral and written) • Excellent time management and organisational skills • Ability to work with people at all levels and from a variety of socio-economic and cultural backgrounds 	<ul style="list-style-type: none"> • Minute taking
Disposition	<ul style="list-style-type: none"> • Enthusiastic, proactive and confident • Approachable & helpful • Able to liaise diplomatically with colleagues and external contacts • Able to demonstrate an understanding of, and commitment to, diversity issues • Able to work in and adapt to a dynamic environment • A team player 	
Thinking Style	<ul style="list-style-type: none"> • Organised, resourceful, assertive, • Task oriented and client focused • Has good attention to detail and ensures that tasks are completed on time • Well organised & able to prioritise 	
Circumstances	<ul style="list-style-type: none"> • Able to work flexibly and travel as required, including nights and overnight stays. 	