PA to Executive Director of Professional Policy

Job Description and Person Specification

Job Title:	PA to Executive Director of Professional Policy
Hours of work:	1.0 whole time equivalent (35 Hours per week with options for flexible working).
Contract:	Permanent
Reports to:	Chief Executive Officer
Accountable to	Executive Director of Professional Policy
Place of Work:	Head Office of the SoR, home working or hybrid working Flexible working available
Grade and package:	Grade C
Information about the Society and College:	The Society and College of Radiographers are two separate companies operating together to provide service and support for those involved in radiography. As a Group they enable the Society to fulfil its role as the professional body and trade union for those practicing in clinical imaging and radiotherapy while the science of radiography is advanced for the public benefit. The Society (SoR) is a Special Register trade union affiliated to the TUC with approximately 34,000 members. The College (CoR) is an independent charitable company registered in England and Scotland. The issued share capital of the College is owned by the Society. Although legally distinct companies, the Society and College operate in a seamless way and have common objectives concerned with the promotion and development of clinical imaging and radiotherapy, the promotion of study and research into radiography and the promotion of public awareness of the profession. All of these objectives are seen to be directly for the public benefit. As the trade union, the Society has the additional objective concerned with protecting the honour and interests of radiographers and others involved in the practice of radiography.
Job Purpose	This is a complex PA role with considerable autonomy and requirement for initiative and attention to detail. High-level effective support as a Personal Assistant to the Executive Director is the core of the job. This will involve providing a full range of PA level support, including items of a confidential nature.

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	The post holder will also build key working relationships with the other Executive Directors' PAs As a Personal Assistant, this post carries a degree of leadership and exemplary practice within the Chief Executive Office team.
Dimensions:	• Full 1-1 PA and secretarial support to ED • Team working within CEO Team • Diary/inbox management • Research and project management • Meeting management • High level document preparation • Administrative support across the Directorate as required.
Key Objectives:	In accordance with the policy aims of the College of Radiographers' strategic plans, the PA to ED, will undertake the following: 1. Managing the inbox for ED as required, responding, signposting, filing and bringing urgent matters to the forefront, as appropriate 2. Complex diary management 3. Drafting and/ or helping to produce high quality documentation – this may include, briefing documents for internal and external use, PowerPoint presentations, preparing templates for collating information in a suitable format, documentation for upload to the intranet (Synapse) 4. Drafting and / or supporting the ED in the production of regular Board papers for edit and uploading final versions in a timely manner 5. Together with the PA team, arrange, attend and minute meetings and Committees that are considered appropriate to support, ensuring accurate records are made and circulated on time. 6. Co-ordinating regular team meetings and events, including planning travel itineraries 7. Covering/deputising for other members of the PA team as required 8. Developing effective systems for work including filing, meeting preparation, expenses and others 9. Offering appropriate advice and support to external contacts, managers and staff within the directorate (or from across the organisation), particularly in the absence of the ED 10. Ensuring all activities are conducted in accordance with the organisation's Health & Safety Policies and procedures, including taking responsibility for themselves to ensure compliance.

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	11. Undertaking any other duties commensurate with the grade and level of responsibility of this post, for which the post holder has the necessary experience and/or training 12. Other ad hoc duties including working with team members across the organisation to support events, membership and the other directorates. 13. Co-ordinate the induction and training for new members of Professional & Education team **Tasks specific to this Directorate / this role** 14. Provide administrative support for the Benevolent Fund including co-ordination of meetings, papers and minutes, receiving and processing claims and promotion of the Benevolent Fund to members. 15. P&E away days twice a year, co-ordinating arrangements for the event, agenda, securing event space, liaison with speakers, communicating with the team. 16. EDPP Submission to Annual Trustees Report – liaison across stakeholders for updates for professional policy (e.g. Valerie Carr, UKIO etc) 17. Board reports – proofing and formatting. 18. EFRS – dealing with oversees enquiries seeking input to nominations and various communications. 19. Co-ordination and recording of Tech Roadmap actions for the EDPP directorate 20. HEI Annual renewals for universities associated administration and paperwork 21. Monthly meetings with the team of Officer. 22. Other support of the Directorate as required.
COMMUNICATIONS AND KEY RELATIONSHPS	
Internal	1. Chief Executive Officer 2. Executive Directors 3. Governance Manager 4. PA team 5. Staff & departments within directorate including, Governance, Knowledge Management, HR and Data Protection and Accounts Payable. 6. UK Council, College Board of Trustees and Trustees of the Benevolent Fund 7. UWU Reps.
External	8. Consultants and Suppliers 9. Professional Bodies and health-related organisations 10. Suppliers, sponsors, event contacts 11. Government bodies across the UK 12. Charities 13. SoR members.

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	Criteria (E= Essential D = Desirable)	**E**	**D**	**Evidenced by**
	Previous Experience			
	Previous experience of working in an office environment	✓		Application form
	Demonstrable experience providing PA / EA support at a Senior / Director level	✓		Application form / Interview
	Experience of drafting proposals, reports, business cases and correspondence, ensuring attention to detail	✓		Application / Interview
	Experience of grant making process of a Benevolent fund or other charitable awarding body	✓		
	Ability to demonstrate experience of setting up and monitoring effective office systems	✓		Application / Interview
	Experience with effective remote working		✓	Interview
	Experience of taking and producing minutes, drafting letters and editing material	✓		Application / Interview
	Diary management, complex and changeable meeting coordination	✓		Application / Interview
	Qualifications & Knowledge			
	Qualification in secretarial skills or office administration e.g. NVQ. RSA		✓	Application form
	Educated to degree level or equivalent		✓	Application form
	Efficient word processing skills, speed approx. 60-80wpm	✓		Test
	Knowledge of Governance principles		✓	
	Advanced knowledge and experience of Microsoft Outlook, Word, Excel and PowerPoint, other IT and Video conference packages and MS Teams	✓		Application / Test
	Some knowledge of the radiography or health care profession		✓	Interview
	Knowledge of trade union profession and / or professional bodies		✓	Interview
	Abilities, Skills, Competencies & Behaviours			
	Excellent planning skills, ability to anticipate demand and increase efficiency of the ED	✓		Application / Interview
	Ability to take accurate and concise minutes and notes of meetings	✓		Interview / Assessment
	Ability to use dictation / voice recognition software to support minute / note taking and preparation of documents		✓	Interview
	A calm, assertive, persuasive and professional approach	✓		Interview
	Able to maintain confidentiality and handle extremely sensitive information with diplomacy and tact.	✓		Interview
	Excellent organisational skills, able to prioritise effectively and manage multiple demands	✓		Interview

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	Able to work on own initiative and make decisions	✓		Interview
	Able to develop good working relationships with colleagues and external contacts.	✓		Interview
	High level of accuracy and attention to detail	✓		
	Excellent communication skills: clear, effective and confident in spoken communication	✓		Application form, interview
	High standard of written English, able to write clearly, logically, concisely and appropriately for the particular audience	✓		Application form, test
	Understanding of data protection principles	✓		Interview
	Previous experience of proof reading		✓	Application form, interview
	Good standard of numeracy, relevant to the role	✓		Interview
	Ability to prioritise own workload to meet deadlines	✓		Application form, interview
	Ability to work as part of small team and able to demonstrate a pro-active, flexible, hands-on approach	✓		Application form, interview
	Ability to work equally well on own initiative	✓		Interview
	The ability to establish and maintain excellent working relationships both internally and externally	✓		Interview
	High level of accuracy in data entry and maintenance of records	✓		Test
	Meticulous attention to detail and accuracy in written documents	✓		Interview Test
	Ability to objectively prioritise tasks and to solve problems under pressure	✓		Interview
	Self-motivated with an ability to see assigned tasks through to completion without needing reminders	✓		Interview