

## Executive Assistant

### Key Information

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<b>Reporting To:</b>	Office and Governance Manager
<b>Contract Type:</b>	Full time, permanent (Job-share considered)
<b>Salary:</b>	£25,567-£28,237, pro rata
<b>Location:</b>	A combination of office and home-based working with at least 50% of the week spent in the office or 'on location' (at events etc).
<b>Closing Date:</b>	16 October 2023

### Overview of Role

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We are looking for an enthusiastic individual to take on an exciting and challenging Executive Assistant role in the further education and work-based learning sector.

Working closely the Office and Governance Manager, the successful candidate will be responsible for the internal business administration and supporting the Chief Executive, SMT members, sub-committees, and the Office and Governance Manager.

This role will provide a high standard of care dealing with the full range of stakeholders, telephone and email enquiries. The role will also include supporting colleagues with the delivery and administration of our various committee meetings. We're looking for a candidate with a can-do attitude and with good attention to detail.

This is hybrid role and will require the successful candidate to work from the Colegau Cymru offices in Cardiff and at various college and sector locations, so the ability to commute is essential. Willingness to travel across Wales, within the UK and occasionally internationally, and work outside of normal working hours may also be required.

## Main Duties

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- Assist the Office and Governance Manager in the planning and scheduling of sub-committee meetings, and in compiling and distributing agendas and papers in a timely way in accordance with agreed schedules.
- Provide an efficient secretariat service to the sub-committees and to include agenda and paper compilation, minute taking and maintaining an ongoing log to monitor the completion of actions.
- Proactively support the ColegauCymru managers and committee members in the timely production of papers and provide assistance where required to ensure agreed actions are fulfilled in accordance with due dates.
- Provide a proactive, confidential, professional and high-level support to the SMT and managers, including diary management, responding to incoming email, post, expenses and telephone calls and providing administration support as required.
- Manage all electronic and paper filing systems, ensuring documents are held securely with relevant authorised permissions of access.
- Review and update company information documents such as organisation charts, telephone lists, distribution lists etc.
- Contribute to the review and development of administrative and office systems and processes by suggesting improvements and working with team members to improve efficiency and effectiveness of all processes.

## Welsh Language Requirements

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ColegauCymru is a proudly bilingual organisation and Welsh language skills are considered an asset to the organisation. We acknowledge the importance of developing and growing a bilingual workforce and encourage and support staff to learn, develop and use their Welsh language skills in the workplace.

Welsh language skills are desirable but not essential to this role. Applicants are welcome to contact ColegauCymru to discuss this requirement. We welcome applications in Welsh or in English. Applications in Welsh will not be treated any less favourably than English Applications.

## Person Specification

Essential Criteria
Qualification in relevant subject area and/or relevant professional experience.
GCSE or equivalent in English and Maths Grade C or above.
Ability to collate, format and produce high quality meeting papers using in-house styles within tight timescales.
Providing administration support to senior / executive level meetings, including taking minutes.
Excellent organisational and time management skills with the ability to organise and plan own work, identifying conflicting demands, establishing clear priorities and delivering objectives on time.
Ability to develop and maintain excellent working relationships with a range of stakeholders and senior level staff.
Ability to work under pressure, to tight deadlines and prioritise own workload. This must include the ability to complete tasks to agreed budgets, within timeframes and standards set.
A commitment to the purpose and values of the further education and to playing a part in the success of the sector.
Demonstrate a sound understanding of technology relevant to the work and identify and select the most appropriate technology for assigned tasks, including the MS Office package including MS Teams, Zoom, as well as social media platforms.
Ability to deal with internal and external stakeholders.
A positive and practical approach to problem solving.
Desirable Criteria
An understanding of how to set up document management systems.
Welsh language skills.
A UK driving licence.

## Application Process

Please send a CV and covering letter which demonstrate how you meet the Person Specification.

### Equality and Diversity

We strongly encourage applications from a diverse range of communities and backgrounds. ColegauCymru has a strong commitment to equality, diversity and inclusion and we understand it is important that our staff team reflects all the communities of Wales.

We ask that you complete our Equality and Diversity Form when you apply. This is voluntary, and anonymous, but helps us to ensure that we are being inclusive in our recruitment.

### Closing Date

Applications should be submitted by email to [HR@colegaucymru.ac.uk](mailto:HR@colegaucymru.ac.uk) no later than **12.00pm on 16 October 2023**.

### Interviews

Interviews will be held on **23 October 2023**, in person. If you have any queries, please email [HR@colegaucymru.ac.uk](mailto:HR@colegaucymru.ac.uk)

### DBS Disclosure Check

Please note that the successful candidate may be subject to a DBS check.