

The Educational Institute of Scotland

JOB DESCRIPTION

Title of Job

Administrative Assistant (Grade B) (Organisation Department)

Job Purpose

The provision of PA & secretarial support to the Assistant Secretary (Organisation) and support to the Grade A Administrative Assistant in the Department. To service the Organisation Department and provide administrative support to the Assistant Secretary.

Major Tasks

PA & secretarial support – Assistant Secretary
Administration relating to AGM & Standing Orders Committee
Administration relating to Council, Executive Committee & its Sub Committees
Administration in connection with Institute's involvement with STUC/TUC

Main Activities

PA & secretarial support

- Assistant Secretary; manage diary, arrange meetings, arrange travel and accommodation
- Processing and drafting correspondence for Assistant Secretary
Liaison with external organisations and stakeholders, political parties, Scottish Government etc.

AGM and Standing Orders Committee

- Support the organisation of AGM agendas and papers, arrangements for postings, attend and time speakers at AGM
- Enter delegates' details onto and produce letters for delegates and scrutineers; organise registration envelopes for all AGM delegates; support collation of AGM postings; organise stalls; AGM seating plan; delegation lists and allocate scrutineers
- Preparation of Standing Orders Committee timetables, draft agendas, draft minutes, draft reports and papers, attend all Standing Orders Committee meetings

Council, Executive Committee & its Sub-Committees

- support the preparation of agendas and papers, arrangements for postings, attend all meetings and time speakers at Council
- dealing with deadlines and producing the motions and amendments paper for Council
 - prepare draft agendas, minutes etc. of Strategy and Emergency Sub Committees of Executive Committee
- provide assistance and support to Assistant Secretary for Disciplinary, Appeals, and Complaints Committee meetings including preparation of papers, draft agendas, draft minutes etc.

STUC/TUC

- To correspond with LAs/SGAs regarding nominations forms to STUC/TUC and produce papers on LA/Council nominations to STUC

- To provide support to facilitate participation at the TUC and STUC congresses including dealing with accommodation, ensuring all paperwork (inc motions & amendments) is signed and returned timeously to STUC/TUC
- Organise and support Education Unions Receptions

The post-holder also provides cover in the absence of the department's Grade A Administrative Assistant.

Sources of Work

Work is principally received from the Assistant Secretary (Organisation).

Supervision

Received – Direct line management is provided by the Assistant Secretary (Organisation).

Given - The post-holder supervises the work of the Administrative Assistant Organisation (Executive) Grade C.

Requirements

- Preferably educated to SQA Higher Grade or equivalent
- Experience in microsoft office with previous office experience.
- Good oral and written communication skills.

Principal Terms of Employment

1. The post of Administrative Assistant is a permanent, full-time position based at 46 Moray Place, Edinburgh. The postholder will report to a Grade A Administration Assistant in the first instance and will be responsible to the Assistant Secretary (Organisation) for the proper and efficient discharge of her/his duties.
2. The current salary scale for the post is £26,859 - £27,537 - £28,878 - £30,213. The salary on appointment will be £26,859 per annum with increments payable annually from the 1st April thereafter (depending on date of appointment) until the top point on the salary scale is reached.
3. The successful candidate will be eligible to join the Staff Superannuation Scheme which currently provides a range of benefits, including age benefits at age 65, ill-health retirement benefits and death-in-service benefits. The employee's current contribution is 9% of salary. The Scheme provides for annual increases in pensions in line with RPI and is contracted out of the State Earnings Related Pension Scheme.
4. Appointment to the service of the Institute is subject to satisfactory references, medical and criminal record checks.
5. Admission to the Superannuation Scheme is subject to evidence of good health.
6. Administrative Assistants are entitled to 23 working days annual leave (rising to 32) in the year beginning 1 September. Leave is taken subject to the requirements of the service and with the prior approval of the General

Secretary. In addition, there are 14 Public Holidays which fall on specified dates and are to be taken subject to the requirements of the service.

7. Working hours are 35 per week undertaken between the hours of 9.00am to 5.00pm Monday – Friday with 1 hour for lunch between 12.00pm and 2.00pm subject to the requirements of the department. The post-holder may also be required to work such additional hours as may reasonably required from time to time, subject to the giving of reasonable notice.
8. Absence because of sickness is paid by the Institute on the basis of full salary for a period, followed by half salary for a similar period. Initial entitlement is for one month of full salary, followed by one month of half salary in any period of 12 months, rising after 5 years of service to six months of full salary and six months of half salary.

Appointment Timetable

The closing date for receipt of applications is 12.00 noon on Tuesday 25 June 2019

It is envisaged that interviews will be held in the week commencing 1 July 2019.