

The Educational Institute of Scotland

JOB DESCRIPTION

Title of Job:

Administrative Assistant (Employment Relations)

Job Purpose

The provision of administrative support to the Legal Officers in the Employment Relations Department.

Major Tasks

Document Management System

- Responsibility for Document Management System
- Check Legal Officers' emails and save relevant correspondence into the relevant files on the Document Management System
- Responsibility for GDPR Compliance at departmental level

Secretarial Support for Legal Officers

- Assisting Legal Officers with case management tasks
- Drafting inventories
- Maintaining a case diary
- Diary management
- Provision of draft correspondence as directed by Legal Officers
- Providing information to members on progress of cases
- Updating precedent documents

Communication with Members

- Maintain a working knowledge of SNCT Handbook and Case Handling Protocol
- Providing initial information on employment issues
- Fielding calls and messages for members of the Department

Website

- Updating and managing departmental website

General Office duties

- Organising outgoing mail
- Filing of correspondence and papers within the Document Management System
- Booking of rooms
- Diary management
- Archiving of files when necessary

Sources of Work

Work is principally received from Legal Officers or Grade A.

Supervision

Direct line management is provided by the Grade A of the Employment Relations Department.

Essential experience.

- Microsoft word
- Excel
- Document Management System
- Familiarity with and confident in the use of the website
- Good oral and written communication skills and the ability to work both using your own initiative and as part of a team

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 National Officer's Legal Affairs 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 2 July 2019 and interviews will be held on Tuesday 9 July.