

Job description

Job title:	Executive Assistant (Executive Office)
Grade:	4a
Department:	Governance, Compliance & Risk
Responsible for:	n/a
Accountable to:	Head of Governance, Compliance & Risk

Job summary

The Executive Assistant will provide high-quality administrative and organisational support across the Executive Office, including dedicated executive support to specific Officers including the President and Dean of Faculty of Dental Surgery and/or members of the Executive Director Team, as allocated.

Working collaboratively with the Executive support team, the post holder will help coordinate priorities, maintain effective working arrangements and serve as a critical liaison with internal and external stakeholders.

The role is the public and internal face of the President and the Executive Office, and the post holder will be responsible for ensuring a professional, effective and efficient service.

The role requires sound judgment, professionalism, and the ability to handle highly sensitive and confidential matters appropriately.

Specific duties and responsibilities

Executive Support

- Provide dedicated and proactive executive support to specific Officers and/or members of the Executive Director Team, as allocated, while working flexibly across the Executive Office to ensure appropriate cover and respond to changing priorities. Coordinate complex diaries, meetings, travel and associated arrangements for senior leaders supported by the Executive Office.
- Coordinate information and briefing materials for senior-level meetings, working with relevant teams to ensure that papers and supporting information are complete and available on time.
- Process expenses and other routine financial administration for senior leaders and Officers in line with College procedures.
Provide high-quality committee support where necessary, including agenda coordination, minute taking and timely follow-up of actions.



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Stakeholder Engagement

- Act as a key point of contact for the Executive Office and develop effective working relationships with internal and external stakeholders.
- Coordinate and communicate effectively with internal teams and external partners, sharing information appropriately and following up agreed actions.
- Triage enquiries and requests, responding or escalating as appropriate and using discretion and sound judgement.
- Support the effective coordination of senior-level engagements and ensure relevant information is available to those involved.

Governance and Special Projects

- Support the Head of Governance and wider team with governance administration and agreed work priorities.
- Coordinate and support meetings, groups and other key forums within the Executive Office remit.
- Coordinate agreed projects and pieces of work, maintaining plans, records and progress updates as required.

General

The post-holder is expected to represent RCS England in a professional manner in relation to his or her responsibilities and in ensuring their own continuing professional development. Undertake such duties appropriate to the grade.

This job description will be subject to review in the light of changing circumstances and may include other duties and responsibilities as may be determined. It is not intended to be rigid or inflexible but should be regarded as providing guidelines within which the individual works.

September 2026



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Person specification

Experience and skills

- Experience of providing effective executive or senior-level administrative support in a busy environment.
- Experience of working within a busy office environment, managing varied tasks and supporting multiple priorities.
- Strong written and verbal communication skills, with the ability to handle sensitive and confidential matters appropriately.
- Ability to coordinate own work and agreed projects, resolve routine issues and identify practical solutions.
- Proactive and flexible in managing workloads, dealing with tight deadlines and managing competing priorities.
- Confidence and professionalism when working with senior colleagues, Officers and College representatives.
- Strong administrative and organisational skills, demonstrating ability to deliver work on time and to a high standard, consistently meeting targets, planning ahead and prioritising.
- Ability to produce accurate, well-structured correspondence, briefings, reports and presentations to a high standard.
- A high level of digital confidence, including strong working knowledge of Microsoft Outlook, Word, Excel and PowerPoint, and experience of using SharePoint and Microsoft Teams to store, organise and share information.
- Clear and professional oral and written communication skills, with the ability to adapt style and presentation for different audiences.

People and interpersonal skills

- Flexible and proactive approach to working
- Resilience and diplomacy to work within a complex structure.
- Team player willing to share ideas and work collaboratively.
- Ability to build constructive working relationships and work confidently with senior colleagues.
- Excellent organisational skills, methodical approach to planning and attention to detail
- Ability to work independently and flexibly and as well as part of a team.
- Ability to use own initiative and prioritise workload and manage conflicting priorities while meeting deadlines.
- Ability to communicate effectively with both internal and external stakeholders.



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The post holder will also need to demonstrate the following values:

Collaboration	We embrace our collective responsibilities working collaboratively and as one college. • We work together, using our collective expertise and experience to effect positive change • We are open, honest and transparent, straightforward in our language and actions, acting with sincerity and delivering on our commitments • We take our responsibilities to each other, to patient care and to the environment seriously and we act with this in mind across our work
Respect	We value every person we come into contact with at the College as an individual, respect their aspirations and commitments in life, and seek to understand and meet their physical and wellbeing needs. • We treat everyone we meet with kindness and integrity and we seek to promote these behaviours in others • We actively seek a range of views and experiences across our work, and we listen to, and make everyone feel, a valued part of the team
Excellence	We aspire to excellence and success. We share learning from our experiences, apply feedback into practice, and commit to continual improvement. • We work hard to be the best at what we do, recognising and celebrating effort and achievement, and reflecting on our work, so we can learn and improve • We value and invest in research, education and training to drive excellence and put improvements in surgical practice, dentistry and patient care at the heart of our work • We always seek to learn and discover more, valuing knowledge and scientific evidence, basing our decisions on insights, fact and experience

The Royal College of Surgeons of England is an Equal Opportunities Employer. We are open to all talent and we actively ensure that all qualified applicants will receive equal consideration for employment without regards to age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.



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