



Job description

Job title:	Executive Assistant to the President, Dean and Executive Director Team
Grade:	3b
Department:	Executive Office
Responsible for:	N/A
Accountable to:	<i>Head of Governance, Compliance and Risk</i>

Job summary

The Office of the President, Dean and Executive Team is a key component of the College's operations. The Executive Assistant will provide a high level of proactive and professional administrative support to the College's President, Dean and Executive Team in relation to the day-to-day management of activities. They will be a key point of contact in the Executive Office, liaising with external organisations, bodies, and committees to support the President, Dean and Executive Team. The post holder will work closely with the Head of Governance to effectively support the operation of Governance committees and meetings.

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. Excellent interpersonal and communication skills are needed to ensure successful interaction with people and groups inside and outside the organisation.

Specific duties and responsibilities

1. Managing the Executive Offices

- Lead and manage all day-to-day office function.
- Act as the main point of contact for the Executive Offices
- Ensure efficient management of the President's, Dean and CEO diary and correspondence, ensuring all relevant internal and external meetings are supported by high quality briefings and that relevant policy and staff support is provided.
- Prepare information for President's meetings, working closely with the Public Affairs team, policy colleagues and others to write and coordinate briefings and ensure that policy support at relevant meetings is in place.
- Devise and maintain office records adhering to relevant policies.
- Manage the President's and Officers' expenses.



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2. Executive Support to the Executive Directors

- Assist the Executive Team in maintaining good internal communications as required.
- Support the Executive Directors in diary management.
- Effective management of the inbox of the President and CEO
- Proactive preparation and collation of meeting-related papers
- Planning and arranging travel arrangements, including both national and international travel.
- Support the planning and arrangements of events and organising high-profile visits, requiring close liaison with a range of departments.
- Provide high-quality committee support where necessary, taking minutes and ensuring that any action points are followed up on in a timely manner.
- Develop and maintain effective digital filing systems to support and facilitate business continuity.

3. Executive support to the FDS Dean

- Ensure professional executive support to the Dean of the FDS

4. Governance and secretariat

- Work with the Head of Governance, Compliance and Risk in supporting a number of functions and projects.
- Management of Officer meetings, ensuring agendas are circulated, minutes prepared, and actions are followed up.
- Support relevant Presidents Groups and Projects. Manage processes to ensure that agendas, papers, minutes and actions are prepared and issued within required timelines.
- Organise and maintain medals engraving and distribution.

5. General

The post holder will be expected to:

- Assist with projects and other duties commensurate with the status of the post, as required by the President or Chief Executive some of which may be of a complex, sensitive and confidential nature.
- Compile and update the External Representatives records.
- Support the Head of Governance, Compliance and Risk with additional projects.
- Represent the College in a professional manner in relation to their responsibilities and in ensuring their own continuing professional development.
- Demonstrate a commitment to equality and inclusion and an understanding of their relevance to the work they do.
- Work collaboratively.
- Undertake such duties appropriate to the grade, as required by line manager.



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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.

March 2024



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Person specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none">An undergraduate degree or equivalent experience	<ul style="list-style-type: none">Prior experience working in a fast-paced office setting
Experience and skills	<ul style="list-style-type: none">Experience in managing a busy office at a high level, either in a similar role or with transferable experience.Experience of office management and associated practicesAbility to manage own projects, problem solve and develop solutions.Demonstrable people management skillsProactive and flexible in managing workloads, dealing with tight deadlines and managing competing priorities.Strong administrative and organisational skills, demonstrating ability to deliver work on time and to a high standard, consistently meeting targets, planning ahead and prioritising.Excellent written communicationStrong digital skillsHigh level of attention to detailAbility to produce and present written reports and briefings to a high standard.	
Technical competencies	<ul style="list-style-type: none">A high degree of digital competence/confidence (including in full use of MS Office package)	



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People and interpersonal skills	<ul style="list-style-type: none">• Flexible and proactive approach to working• Strong degree of initiative• Commitment to professional development• Commitment to excellent customer service• Demonstrable experience of working effectively as part of a team	
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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.
	<ul style="list-style-type: none">• 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.
	<ul style="list-style-type: none">• 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.
	<ul style="list-style-type: none">• 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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