



**Executive Assistant
UKRI – NERC – BGS
The Lyell Centre, Edinburgh
£24,435 to £26,560 per annum (depending on qualifications and experience)
Full-Time – 37 hours a week (a range of flexible working options may be available)
Permanent Appointment**

About us

The British Geological Survey (BGS) is an applied geoscience research centre that is housed in UK Research and Innovation (UKRI) and affiliated to the Natural Environment Research Council (NERC). It is a world leading geological survey that provides a core science mission to inform government of science related to the subsurface and its interfaces and also undertakes applied research for solutions to earth and environmental processes, both in the UK and globally. It is funded directly by UKRI as well as through research grants and via private sector contracts.

BGS has an annual budget of approximately £60 million and employs 650 people. It has two main sites, a head office in Keyworth near Nottingham and the Lyell Centre, which is a joint collaboration with Heriot Watt University in Edinburgh. BGS works with more than 150 private sector organisations as well as having close links with 40 universities and sponsors approximately 100 PhD students each year.

About the role

BGS is seeking to appoint a highly motivated Executive Assistant based in our Edinburgh office to provide effective support for the Executive Director of the Lyell Centre, the Director of Communications & External Affairs and to provide additional support to the BGS Chief Executive Officer.

The specific tasks of the successful applicant will be to:

- Support high level tasks, meetings, strategic events and high profile visits.
- Liaise with senior stakeholders including Government ministers and senior Heriot Watt University (HWU) staff.
- Prepare meeting agendas, perform research for meetings and take minutes during meetings.
- Book business travel arrangements, including flights, transportation and accommodation for senior management.
- Line management responsibility of a small team of Edinburgh based Business Assistants (BAs).
- Co-ordinating the BA team to ensure they are providing effective and seamless support to their Science areas.
- Maintain office correspondence, including franking and receiving post, crafting routine electronic correspondence.
- Manage the diaries and schedules of senior management.
- Liaise with clients and business guests.
- Organise media appearances and events.



- Resolve straightforward IT problems and liaise with IT colleagues where necessary.
- Maintain electronic filing system, ensuring processes and software are up to date and in working order.
- Manage projects and follow up with team members where required.
- Maintain strong working relationships with other relevant departments, including Executive Assistants based in our Keyworth headquarters.
- Liaise with other members of staff on behalf of senior management.
- Prepare and deliver monthly reports.
- Act as secretary to meetings as required – the Lyell Centre Strategy Group, Health & Safety Committee, as well as other meetings as directed.
- Develop and manage tools/systems to record necessary data that the Executive Directors require.
- Manage the Directors' e-mail inbox when required.
- Collating and filing expenses claims.

About you

You must have a minimum of 5 years' experience of supporting staff at a senior level, preferably in a Personal Assistant role. You will also have a Degree or higher Diploma (or equivalent) in a Business related discipline.

In addition to experience in a range of key administrative duties, you will have experience of supervising or managing staff and have experience of co-ordinating the work of a team.

What we offer

A generous benefits package is also offered, including a very competitive pension scheme, 30 days annual leave plus bank holidays, free parking and access to flexi-time. For a salary at the top end of the advertised range, you will also need to meet the desirable criteria detailed on the TopCareer.jobs website.

We also offer the 'Bike to Work' scheme, free parking, health and wellbeing support, social clubs and on-site sports facilities.

Please note that any internal BGS staff applying for this post would, if successful, be appointed to new UKRI Terms and Conditions and pay.

How to Apply

Applicants are required to include a cover letter outlining their suitability for this role. We would stress the importance of this paperwork in our selection process. **A well thought through application addressing the advertised essential and desirable criteria for the post will be considered far more favourably than a generic covering letter and CV.**

Applications are being handled by UK Shared Business Services, to apply please visit our job board at http://www.topcareer.jobs/Vacancy/irc247821_9009.aspx

Applicants who are unable to apply online should contact us by telephone on +44 (0)1793 867000.



Closing date for receipt of applications is 14 January 2019. Interviews will be held on 28 January 2019.

BGS provides a range of flexible working options including flexible working patterns, compressed hours and home working so if you have a need for flexibility, please raise this in the recruitment process when your needs, balanced with the requirements of the role, will be fully considered.

We are committed to promoting equality and diversity across our organisation as well as across all areas of our science community. As such, we aim to have a workforce with employees from all backgrounds with people who are passionate about earth science and who share our commitment to work for the good of the environment and the benefit of society.

We will actively seek to avoid discrimination on the grounds of age, being or becoming a transsexual person, being married or in a civil partnership, being pregnant or on maternity leave, disability, race (including colour, nationality, ethnic or national origin), sex or sexual orientation.

The British Geological Survey is an Investors in People organisation and has achieved Bronze status for Athena SWAN – a scheme that recognises an organisation’s commitment and progress in developing a diverse and inclusive workforce.



Specific Skills Criteria		
	<i>Essential</i>	<i>Desirable</i>
QUALIFICATIONS	<ul style="list-style-type: none"> Degree or higher diploma (or equivalent) in a Business related discipline GCSE (grade C or above) or equivalent in Mathematics and English Language 	<ul style="list-style-type: none"> RSA II or equivalent in typing or word processing
EXPERIENCE	<ul style="list-style-type: none"> A minimum of 5 years’ experience of supporting staff at a senior level, preferably in a Personal Assistant role Experience of line managing or supervising staff 	<ul style="list-style-type: none"> Experience at BGS in an administrative or secretarial role Experience of working in a customer service environment



	<ul style="list-style-type: none"> • Experience of co-ordinating the work of a team • Experience of minute-taking, travel booking and procurement • Experience of managing a workload and prioritisation, including managing electronic calendars using Microsoft Outlook 	<ul style="list-style-type: none"> • Experience of working with a Shared Services Centre
KNOWLEDGE	<ul style="list-style-type: none"> • Experience of Microsoft Office software, in particular Word, Excel and Powerpoint 	<ul style="list-style-type: none"> • Familiarity with Oracle applications and databases
SKILLS AND ABILITIES	<ul style="list-style-type: none"> • Effective verbal and written communication skills • Confident in the use of a range of IT applications/systems • Ability to work unsupervised • Good attention to detail • Ability to work within a variety of teams, and to participate as a team member • Flexible approach • Ability to adapt to changing priorities 	
PERSONAL QUALITIES	<ul style="list-style-type: none"> • Able to express themselves clearly and concisely • Approachable • Able to travel off-site occasionally 	
MOTIVATION	<ul style="list-style-type: none"> • Demonstrates an interest in the work of BGS, NERC and UKRI • Displays an enthusiasm for the role 	<ul style="list-style-type: none"> • Demonstrates an interest in their own Continuing Professional Development

