

## **Job description**

**Vacancy Title:** Executive Assistant

**Organisation:** Northern Health Science Alliance (NHSA)

**Vacancy Reference:** 24\_NHSA\_EA

**Closing Date:** Friday 22<sup>nd</sup> November

**Application process:** Submit **CV and covering letter** (max 3 pages) by **Friday 22<sup>nd</sup> November**

**Location and Base:** Home-based in the North of England with occasional regional travel.

**Salary:** Up to £28,000 *per annum pro rata* (full time equivalent) depending on experience

**Contract:** **Temporary 6 to 9 months to cover Maternity leave;** Part time (flexible hours available – minimum 16-30 hours per week) starting immediately; secondments considered.

**Interview Date and Location:** Candidates who are shortlisted will be invited for interview week commencing 2<sup>nd</sup> December. Interviews will be conducted via MS Teams.

## **About Us:**

The Northern Health Science Alliance Ltd (NHSA) is the North of England's health and life sciences cluster, acting as a front door for Northern health innovation, brokering research collaborations, attracting investment, and providing one voice for the region's health research system. Established in 2012, the NHSA is a membership organisation bringing together 10 universities and 10 research-intensive NHS Trusts, covering a population of 16 million people across the North.

## **About This Role:**

The Executive Assistant will provide extensive diary management to the Chief Executive Officer and members of the Executive Leadership Team. The post holder will also provide a variety of support functions for the Chief Executive Officer and other members of the Executive Leadership Team, including contributing to the administration of company activity by arranging and supporting a variety of meetings and some events. The post holder will also provide cover and capacity on a range of operational functions such as finance and HR.

## **Summary of Duties:**

- Manage diaries, arrange meetings and travel for the CEO and other members of the Executive
- Schedule meetings, prepare agendas and produce minutes as necessary for a range of meetings
- Provide support to the Office Manager on delivery of core functions of the NHSA, such as administration of HR and Finance processes
- Help maintain key relationships with regional, national and international health and life sciences stakeholders and partners across all aspects of our activity
- Provide dedicated support on the co-ordination and delivery of ongoing programmes through the provision of high-quality admin support to Programme Leads

The post-holder will work with the CEO and the Executive team and act as an important link between us and our wider networks. They will need to: understand the different sectors the Alliance serves;

contribute to maintaining relationships across the team; and liaise effectively with constituent member institutions. The post-holder will also need to successfully engage with a wide variety of stakeholders from many different backgrounds and cultures. They will possess a flair for communicating with varied groups of people.

The post-holder will also need to demonstrate attention to detail, credibility, dynamism, energy, resilience and emotional intelligence. The ability to meet deadlines and ask for help when needed is crucial in order to manage competing demands on their time.

There is an expectation for occasional travel, mainly across the North of England but also potentially to London and elsewhere in the UK as required.

In addition to the role-specific expectations, all NHSA staff are expected to:

- Work continually towards achieving excellent service delivery through understanding and meeting/exceeding the expectations of the area, the NHSA's partner universities and NHS Trusts, academics, colleagues, and external partners including the media.
- Show insight into people from diverse cultures and backgrounds.
- Set stretching but achievable goals to ensure that continuous performance improvement is achieved.
- Continually seek feedback on team/department performance and look at ways of improving service levels based on feedback.
- Collaborate across the team on any given project to generate a range of viable options and agree an appropriate course of actions that best fits organisational and stakeholder goals.
- Manage time and resources by prioritising and organising effectively.
- Look for impact of external developments on the NHSA and its partners.
- Treat all the people we meet through our work with compassion, tolerance and kindness.

### **Person Specification:**

#### **Essential and desirable criteria:**

(E\*: Essential, D\* Desirable)

- Appropriate qualification(s) to A-Level or BTEC or equivalent with GCSE level passes in English and Maths **E** (evidenced on your CV)
- Evidence of significant continuing professional development **E** (evidenced on your Application and interview)

#### **Knowledge, Skills and Experience**

- Proven experience as an Executive Assistant or PA, providing extensive diary management to members of an Executive Leadership Team **E** (evidenced on your application and interview)
- Proven experience of admin support in a complex environment **E** (evidenced on your Application and interview)
- Experience of working in a University or NHS environment **D** (evidenced on your Application and interview)

- Excellent organisational skills and attention to detail **E** (Application and interview)
- Ability to balance demanding and sometimes conflicting requirements on time and meet deadlines, supporting others to do likewise **E** (evidenced on your Application and interview)
- Excellent communication skills, both written and verbal **E** (evidenced on your Application and interview)
- Project management skills including use of platforms such as Teams, Excel, Powerpoint **E** (evidenced on your Application and interview)
- Ability to work from own initiative and independently with a flexible approach **E** (evidenced on your Application and interview)

### **Attributes and Behaviours**

- Reliable, honest, hardworking and proactive **E** (evidenced in your Interview)
- Professional approach **E** (evidenced in your Interview)
- Energetic and dynamic, willing to uphold and champion the NHS's vision and mission to a variety of audiences **E** (evidenced in your Interview)
- Emotionally intelligent communication in all formats; with colleagues and stakeholders of all levels and backgrounds **E** (evidenced in your Interview)
- Willingness to develop as a professional **E** (evidenced in your Interview)

Job Types: Part-time, Fixed term contract

Expected hours: Minimum 16 - 30 hours per week

Contract length: 6 to 9 months

Pay: Up to £28,000 per year pro rata

Benefits:

- Work from home

Schedule:

- Monday to Friday

Education:

- GCSE or equivalent (preferred)

Work Location: Remote

Application deadline: Friday 22<sup>nd</sup> November