



Royal College of Surgeons of England

ADVANCING SURGICAL CARE

Job Title - Executive Assistant to the President, Dean and Executive Team

Salary - £32,170

Contract Type – Permanent, full-time (35 hours)

Location – We fully support flexible working, from our superb offices in Holborn and from home. We do require staff to spend minimum 20% of their time in the office. This is subject to role requirements.

About us

The Royal College of Surgeons of England is one of the best known professional membership organisations in the world, with a name and reputation that speak for excellence in the UK and across the globe. We provide education, assessment and development to nearly 30,000 surgeons, dental surgeons and members of the wider surgical and dental teams at all stages of their career; we set professional standards, facilitate research and champion world-class surgical outcomes for patients.

About the role

The Royal College of Surgeons of England is looking for an experienced Executive Assistant to provide a high level of proactive and professional administrative support to the College's President, Dean and Executive Team. 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.

Responsibilities

- 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.
- 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
- 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.
- Ensure professional executive support to the Dean of the FDS
- 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.

About you

- 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 practices
- Ability to manage own projects, problem solve and develop solutions.
- Demonstrable people management skills
- Proactive 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 communication
- Strong digital skills
- High level of attention to detail
- Ability to produce and present written reports and briefings to a high standard.

What we can offer you

- 27 days paid holiday + bank holidays and up to 4 college closure days
- Flexible working
- Enhanced contributory pension scheme & other leave entitlements
- Variety of learning and development opportunities
- Wellbeing programme & Employee Assistance Scheme

Interested Candidates:

If you wish to apply or if you have any questions about this position please email your CV together with a cover letter to RCSHR@rcseng.ac.uk.

Any personal data collected from you, or that you provide to us, will be processed by us in accordance with our recruitment processes. If unsuccessful in your application, your information will be held by us on our database for a period of 6 months before deletion. If you would like your information removed sooner, please contact RCSHR@rceng.ac.uk

Closing date: Wednesday 01 May 2024

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.

The Royal College of Surgeons of England is committed to protecting your privacy. We are registered as a data controller with the Information Commissioner's Office (ICO). All College employees are responsible for records held, created and used as part of their work for the College including patient/client, corporate and administrative records. Records are managed according to the requirements of the Data Protection Act 2018 and ensure confidentiality. The College ensures that staff are trained to handle the information you submit to us with care and discretion, seeking advice where necessary.