



Executive Assistant to the Director-General

Full-time (part-time will be considered)

Salary £28,437 - £31,170 per annum (Band 6a)

Pay award pending plus generous benefits package

Hybrid / flexible working

About the role

We're looking for an experienced, motivated, and professional Executive Assistant to provide direct support to our Director-General.

If you have proven experience at Director/Executive level with great organisational skills and a keen eye for detail, then we'd like to hear from you.

In this role you will have a considerable amount of autonomy due to the demands of the Director-General's schedule which will require a high level of interpersonal skills, tact and diplomacy whilst making decisions on priorities and solving problems.

The difference you'll make

As the first point of contact for callers you will require to be well informed, helpful, and efficient. The ability to work to tight deadlines, flexibility and professionalism are essential along with being skilled at communicating with a wide variety of national and international contacts.

Reporting to the Director-General you will also work closely with the Directorate team and your responsibilities will include:

- Managing the Director-General's inbox ensuring all emails are actioned in a timely manner.
- Diary management - scheduling and attending meetings, minute taking and providing support where necessary.
- Organising and providing the necessary information for the Director-General in advance of meetings.
- Organising high-level events, hospitality and meetings including greeting guests and arranging Gallery tours for VIPs and dignitaries.

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- Assisting with report and presentation production including collating data for quarterly KPI performance reports.
- Managing travel - national and international and arranging any necessary visas.
- Administering financial activities - purchase orders, expenses, etc.
- Facilitating good communications with colleagues and the leadership team as well as external contacts including key supporters, other museums and galleries and partners.
- Creating and monitoring intranet content using SharePoint.
- Dealing with senior personnel in partner organisations, Scottish Government, Scottish Parliament, as well as with their secretarial and support staff by telephone, e-mail, letter and in person.
- Dealing with requests from the Scottish Government and collating information from internal colleagues and replying within strict deadlines.
- Administrative support to several committees including the Leadership Team Public Programme committee, liaison meetings with the Scottish Government and Royal Scottish Academy. Schedule annual cycle of meetings, prepare agendas, papers and take minutes.
- Managing the production of the NGS Annual Review. Project planning, managing budget, working with colleagues across the galleries to set deadlines and briefs for the delivery of copy. Proof-reading, correcting text, sourcing images. Checking and circulating proofs, managing distribution of the review when ready.
- Supporting other senior Directors as required.

Who we're looking for

In answering our quick questions tell us more about you, how you meet the requirements, and what you will bring to the role. This will be your opportunity to stand out as well as tell us what you are looking for from us. To succeed in this role, you'll need the following range of knowledge, skills, and experience:

- Proven extensive PA/Executive Assistant experience at director level.
- Strong administration and organisational skills, including effective prioritising of work with the ability to meet deadlines.
- Outstanding communication skills and excellent telephone manner with the ability to work with wide range of people including an understanding for the need for discretion and confidentiality.
- Tact and diplomacy along with a reasonable knowledge of social protocol with a helpful manner and flexible in approach.
- Good literacy skills with ability to draft letters, take minutes, contribute to reports and briefing papers and to proofread, with meticulous attention to detail and accuracy.
- Excellent IT skills – MS Office and in particular Teams, Zoom, Adobe Sign.

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- Ability to plan ahead, identifying and raising potential issues in advance.
- Ability to work on own initiative and make appropriate decisions/problem-solve in the Director-General's absence.
- Understanding of procedural frameworks.
- Ability to work as part of small flexible team and to provide support to colleagues across the galleries, with a willingness to go that extra mile.

It would help if you have:

- Experience of working in close support of senior management.
- Speedwriting and/or Shorthand.
- Understanding of museums and galleries and an interest in art.
- Knowledge and experience of dealing with Freedom of Information requests and complaints.
- Knowledge of Gaelic and/or other European languages.

We are National Galleries of Scotland

Our three Edinburgh galleries are the National, Modern and Portrait. We house and look after Scotland's amazing world-class art collection – one of the finest in the world. Step inside and explore treasures from Botticelli and Titian to the very best modern art to contemporary portraits of pop culture icons. And, as you'd expect, the world's greatest collection of Scottish art, our national collection. We also have an outstanding collection of Western art from the late Middle Ages to the present day.

We're a space for thinking, dreaming, doing, and playing. Soak up the art. Meet friends in the cafés. Have a family picnic surrounded by the sculptures in the Modern grounds. Be inspired by our amazing art films. Choose your own experience. There is no one way to enjoy Scotland's national collection. We are yours to discover.

As well as displaying our art at our three Edinburgh sites, we also share it through an active programme of partnership across Scotland, the rest of the UK and abroad, as well as online.

We conserve and research our collections and we are committed to reaching the widest possible audience through our ambitious plans. Visitor numbers to our sites in Edinburgh totalled an average of 2.5m visitors a year in the years prior to the global pandemic.

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What's important to us

We make art work for everyone. That's our purpose and it drives everything we do. This is an exciting time for us, as we move forward with our engaging strategic vision: Art for Scotland: Inspiration for the World.

We're putting our audience at the heart of what we do. Matching Scotland's rich collection, our expertise and creativity with the needs and wants of our visitors. Finding new ways to connect with more people and create an innovative, inclusive organisation that can meet the challenges of our ever-evolving world.

We're committed to looking at how we operate as well as how we engage our audiences. We will play our part in tackling the Climate Emergency, and we're embedding Equality, Diversity, and Inclusion (EDI) in the way we work. We want everyone to feel a sense of belonging and freedom to be themselves at work or at play with us.

What's on offer for you

Our colleagues will tell you great things about working here. We aim to ensure the National Galleries of Scotland is a great place to work, where our people thrive in a culture where we are trusted, empowered, and engaged to achieve our true potential. We want to tell you what we can offer you. We offer a range of benefits to promote healthy working lifestyles for all our colleagues. Details specific to this role are:

Salary

£28,437 - £31,170 per annum pro rata. Starting salaries will normally be at the minimum rate depending on experience.

Hours

37 hours per week excluding a one-hour unpaid lunch break each day. However, part time hours will be considered i.e. either 3 days or 4 days per week.

Holidays

When you first join, you'll get 25 days annual leave per year plus 11.5 public and privilege holidays pro-rata depending on hours. After 5 years your annual leave will increase to 30 days.

Where you'll be based

You will be based at the Modern – Modern Two, 73 Belford Road, Edinburgh, EH4 3DS. Free car parking is available on site.

Pension

We are a [Civil Service Pension](#) employer. You get to choose if you want a defined benefit or

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stakeholder pension. The benefits of joining the scheme include generous employer contributions to your future pension, life assurance, and options to increase your pension. If you join the alpha Civil Service pension scheme our contribution will be 27.1% for this role.

Other benefits

Family friendly working policies, free or discounted entry to various visitor attractions, staff discount at our shops and cafés, Cycle to Work Scheme, wellbeing support and services including our Employee Assistance Programme.

The closing date for completed applications is 12 noon on Tuesday, 09 May 2023.

Please note that the successful candidate will be subject to Basic Disclosure Scotland security clearance.

