



## **Administrator – Chief Operating Office**

Full-time and permanent

Salary £27,119 - £29,582 per annum (Band 6)

Pay award pending plus generous benefits package

Hybrid / flexible working

### **About the role**

Are you looking for an PA role with a difference? We're looking for an experienced, professional Administrator to support the Chief Operating Office - Leadership Team (COO LT).

The role does have some of the typical duties you would expect - email management, organising meetings, minute taking, collating presentations, and drafting correspondence, to name a few. However, the focus will be working autonomously to keep a track of projects, high level plans, conducting research and completing a wide range of tasks for the Chief Operating Officer (COO).

So, if you love being organised, using basic spreadsheets, have great attention to detail, and you excel at supporting / co-ordinating projects, then we want to hear from you!

Whilst an interest in art would be great it's not essential. However, you must already have extensive experience providing PA support at this level. The ability to work under pressure, flexibly and with professionalism are essential. It's a busy role which requires a high level of interpersonal skills, diplomacy, and confidentiality.

### **The difference you'll make**

A considerable amount of time will be focused on supporting the COO however, you will also assist the COO LT, specifically the Director of HR and the Project Office Manager. The Operations team includes HR, Visitor Services, Security, IT, Estates, Procurement, Projects Office, and Health & Safety along with responsibility for a range of change and improvement projects across the organisation.

As the first point of contact you will be required to be well informed, and helpful to our key stakeholders. Your duties will be wide ranging from arranging and co-ordinating key meetings to supporting the COO LT issue high quality management information to the Leadership Team and the Board of Trustees.

The duties also include:

- Helping to plan and fulfil the COO's daily programme.
- Playing a considerable supporting role to the COO Project Management Office. Supporting the Project Office Manager and the COO - providing a timeline plan of key dates and collating project reports.
- Organising the COO Programme Group and Programme Steering Board - finalising agendas, receiving and collating papers as well as producing minutes.
- Solving problems and making decisions on daily work priorities with support from the COO.

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Other duties include:

- Managing and actioning correspondence, prioritising emails and identifying actions.
- Report co-ordination - ensuring reports are prepared on time by the relevant parties and collating information effectively.
- Providing project support - carrying out research to help develop project plans, tracking actions and organising meetings.
- Organising travel arrangements, events, hospitality, and meeting and greeting guests.
- Co-ordinating and attending meetings, taking minutes where required and monitoring deadlines.
- Working with the Director of HR to co-ordinate and attending key meetings, taking minutes where required and monitoring deadlines; minuting the formal meetings held with our Trade Unions; general co-ordinating and setting up other meetings as required; including tracking relevant agreed actions. Providing the Director of HR with procurement administration support.

## Who we are 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 will need the following range of knowledge, skills, and experience:

- Proven extensive experience providing high level Administration and PA support to Senior Management.
- 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.
- Experience of working with little supervision, using own initiative to make appropriate decisions/problem solve to meet strict deadlines.
- Strong organisational skills and ability to prioritise busy workload, identifying and raising potential issues in advance.
- Excellent literacy skills with ability to draft and proof-read emails/documents with meticulous attention to detail and accuracy.
- Excellent IT skills (minimum intermediate level) – MS Office, OneDrive, and Teams.

It would help if you also have:

- Experience of diary management.
- Understanding of museums or galleries.
- 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.

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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.

### **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**

£27,119 - £29,582 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.

#### **Holidays**

When you first join, you will 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 Modern Two, 73 Belford Road, Edinburgh, EH4 3DS. Although Modern Two is in the heart of Edinburgh 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 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.

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The closing date for completed applications is 12 noon on Wednesday, 21 June 2023.

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



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