**Personal Assistant to Senior Executive Team**

The role is a permanent position to provide PA and secretarial support to members of the Senior Executive team. Duties cover administration, diary management, telephone enquiries, meeting preparation and minute taking for a small number of committees. In addition, there will be a varied range of other tasks including budget and procurement support, researching information, event organisation and providing a professional link to senior colleagues and external stakeholders. There will also be secretarial support to other senior staff within the university.

Key skills and experience required are as follows: experience of administration and electronic office systems; experience of developing and maintaining effective administration systems; ability to communicate clearly accurately and effectively both orally and in writing; well organised, self-motivated, and having professional manner with senior colleagues; experience of committee work.

A detailed job description and person specification for the post are attached.

Applicants with informal questions are encouraged to contact the HR team, by email to HR@uhi.ac.uk.

**Pay and Benefits**

This role is linked to grade 5 on the UHI payscale.

The starting salary for this position will normally be in the range £27,876 to £30,462 per annum. For exceptional candidates a higher salary up to the top of the grade (currently £34,285 per annum) may be available.

This post is full time and will involve working 35 hours per week on a working pattern as agreed with your line manager, typically Monday to Friday 9am – 5pm.

The workplace pension scheme provided to workers at grade five and below is the Local Government Pension Scheme (LGPS). This is a qualifying pension scheme, which means it meets or exceeds the government’s standards. Full information about the scheme can be found on the Highland Council’s Pension Fund website <http://www.highlandpensionfund.org/>

Full-time posts carry a total of 39 days leave per annum (pro rata for part-time posts). It is practice that, with the exception of a Christmas and New Year closure, leave may be taken at any time of year, subject to the requirements of the post and department and with the permission of your line manager.

**Recruitment Process**

When completing the application form please ensure that you clearly evidence how you meet the selection criteria identified on the relevant person specification.

**The deadline for submitting your application is 16th March 2025 at 11.59pm.**

**Shortlisting will take place week commencing 17th March 2025.**

**Interviews to be arranged**

If you have any queries regarding our recruitment and selection process, or if you would like to request any reasonable adjustments to either the recruitment process or the prospective job, please contact the HR team as soon as possible.