

JOB DESCRIPTION

JOB TITLE: EXECUTIVE AND GOVERNANCE ADMINISTRATOR

LINE MANAGED BY: GOVERNANCE PROFESSIONAL

JOB PURPOSE & OBJECTIVES

To be responsible to the Governance Professional for the provision of administrative support to the Principalship and the Board of Management.

KEY TASK SUMMARY

Provide administrative support to the Governance Professional, Principal, Vice Principal for Learning, Teaching and Student Experience and Vice Principal for Finance, Resources and Sustainability.

KEY TASKS

To undertake administrative duties as required by the Governance Professional, Principalship and the Board of Management. This includes:

- Preparing an agenda for Senior Leadership Team Meetings. Taking minutes at the Senior Leadership Team Meetings.
- Collate and issue papers for Board and Committee meetings
- Taking minutes at all Committee and Board of Management meetings. Retain an action log.
- Providing administrative assistance to the Governance Professional to produce an annual schedule of meetings calendar for the Board of Management/Committee and Board Training Days and update member calendars.
- Support the Governance Professional in maintaining the College's statutory duties such as assuring the College remains compliant and up to date by checking key policies.
- Manage the diaries, organise meetings, room bookings, hospitality and all other associated requirements as required by the Board of Management and Senior Leadership Team.
- Log complaints and escalate to the appropriate person for response.
- Process, log and respond to all Freedom of Information requests within timescales. Completion and submission of quarterly Freedom of Information (FOI) statistics to the Information Commissioner.

- Oversight of office inventory, including ensuring an adequate supply of consumables such as stationary and printer ink.

Corporate Statements and Values

Vision

To be Scotland's leading College: delivering excellence.

Mission

Preparing learners well for their future, in an outstanding learning environment and inclusive community.

Values and culture

We are:

- inclusive and diverse
- passionate about our roles and responsibilities
- continually improving
- high achieving
- reducing our environmental impact
- delivering community and social value
- committed to health, safety and wellbeing
- creative and innovative
- a listening organisation

This job description is not intended to detail all tasks undertaken, but simply highlight a number of major tasks of the post. The post holder may be required to undertake additional duties which might reasonably be expected and which form part of the function of the post.

This job may be amended in future to reflect the changing duties of the post.

Date Updated: September 2024