



- Role:** Shared Services Support Assistant
- Location:** Any Care Inspectorate office (hybrid working is being trialled)
- Salary:** £23,226 - £24,765
- Contract:** Permanent
- Hours:** 35 hours per week

### About us

We are the national regulator and scrutiny body responsible for providing assurance and protection for people who experience care services, their families, carers and the wider public, as well as supporting delivery partners to improve the quality of care for people in Scotland. Our vision is that people across Scotland experience high quality care that meets their needs, rights and choices.

We are a scrutiny body that supports improvement. We inspect individual care services and we also work with other scrutiny bodies to inspect the social care and social work services people are experiencing in their local areas.

We work collaboratively with the Scottish Social Services Council (SSSC), which is the regulatory body for the social service workforce in Scotland. The Care Inspectorate and the SSSC have a shared purpose to improve the experience and outcomes for people who use social services in Scotland.

### About the role

Under a shared services agreement with SSSC, we perform duties for both the Care Inspectorate and Scottish Social Services Council (SSSC). The Shared Service delivers several services primarily to the Care Inspectorate and to the SSSC, which include human resources, payroll, accounting and finance, audit, procurement, transactions, corporate governance, estates, health and safety and reception services.

The Head of the Shared Service is responsible for the day-to-day management of these functions and for ensuring innovative ways of working and new technologies increase performance levels, reduce cost and improve customer service.

We are looking to recruit a Shared Services Support Assistant, reporting to the Corporate Support Officer. This is a varied and dynamic role, providing high quality business support to the Head of Shared Services and Head of Human Resources. The role will include checking and prioritising their email correspondence and meeting invitations; developing and administering a system for dealing with enquiries and composing responses to routine correspondence and co-ordination of their diaries by arranging meetings, events and booking venues. The role will also cover the preparation of agendas and paperwork for meetings, minute-taking and monitoring of action records, specifically in support to the Joint Health, Safety and Wellbeing Committee and other groups and meetings chaired by the Head of Shared Services and Head of HR. The post will also provide support to development and analysis work as directed by the Head of Shared Services and Head of HR.

### **About you**

You will have experience of providing business support to senior management in a fast-paced change environment. You are highly organised and able to plan and manage your time and workstreams efficiently and effectively. You understand that priorities and deadlines can change quickly and you respond flexibly and effectively. You will have a proactive approach and be confident in using your own initiative. Your attention to detail is meticulous and you have a clear commitment to maintaining high standards. You are a great team worker and able to build and maintain good working relationships. You will have excellent word processing and IT skills with experience of Microsoft applications, including a good working knowledge of Excel. You will also have experience of diary management and minute taking.

### **Next steps**

You'll find more information in the job profile and person specification.

If you require any further information, or for an informal chat, please contact Alison Allan on [alison.allan@careinspectorate.gov.scot](mailto:alison.allan@careinspectorate.gov.scot).

If you believe that your expertise and motivation make you suitable for this post, please download and complete an Application Form (and an equalities monitoring form where you are an external applicant) and return by email to [recruitment@careinspectorate.gov.scot](mailto:recruitment@careinspectorate.gov.scot) **by no later than 8am on Monday 10 October 2022.**

Interviews for this post will take place on **Wednesday 19 October 2022 in Dundee**. Arrangements can be made to interview via Microsoft Teams.