



Role:	Chief Inspector Support Assistant
Location:	Any Care Inspectorate office
Salary:	£22,425 - £23,964
Contract:	Maternity Cover – until 29 April 2022

Previous applicants do not need to re-apply for this role.

About the role

The successful applicants will provide an efficient and effective business support service to the Chief Inspector and their Service Managers Reporting to the Executive Support Officer, you will be part of the Executive and Committee Support team.

You will be required to provide a confidential PA and administrative support service to the Chief Inspector. Duties will be varied and include prioritising correspondence, dealing with enquiries, composing responses to routine correspondence, managing diaries, making appointments, and arranging travel, accommodation, meetings, conference rooms, refreshments, and hospitality for visitors as necessary.

Having good planning and organising skills, you will be expected to co-ordinate the administrative process for Scottish Government briefings and parliamentary reports, adhering to strict deadline requirements.

The role will also include the preparation and circulation of agendas and paperwork for meetings, attendance at meetings as required and taking notes, preparing, and distributing minutes and in addition, assisting in the design and preparation of PowerPoint presentations as required.

This role can be performed at any of our office locations. However, there will be an expectation to travel to Compass House (Dundee) for team working requirements.

About you

- You will have excellent interpersonal and organisational skills and be highly skilled in all Microsoft Office packages.
- You will be committed to effective team working, with a focus on improvement and be able to work on your own initiative.

To apply

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

For an informal discussion prior to applying, please contact Claire Corbett by Teams, or by email (claire.corbett@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 return by email to recruitment@careinspectorate.com by **8am on Tuesday 11 May 2021**.

There will be a quick turnaround for this role with interviews scheduled to take place on **Friday 21 May 2021**.