



**Job Title:** Personal Assistant to the Executive Director of IT and Digital Transformation

**Responsible to:** Executive Support Officer

### **Principal Working Contacts**

Executive Support Officer

Members of the IT and Digital Directorate

Strategic Leadership Team, Board Chair and Board Members

Senior Managers

Executive and Committee Support Manager

Executive and Committee Support Team

Corporate Support Team

Scottish Government and other external bodies and partners

### **Job Purpose**

To provide high quality, confidential PA support to the Executive Director of IT and Digital Transformation.

### **Key Responsibilities**

- Check and prioritise all email correspondence and meeting invitations on behalf of the Executive Director.
- Develop and administer a system for dealing with enquiries and correspondence on behalf of the Executive Director, including composing responses to routine correspondence.
- Monitor progress of the preparation of replies by colleagues to correspondence to the Executive Director, within appropriate timescales.
- Manage and co-ordinate the Executive Director's diary, making appointments and arranging meetings, events, booking venues, organising catering and hospitality for visitors as necessary.
- Make all travel and accommodation arrangements for the Executive Director
- Prepare and circulate agendas and paperwork for meetings, as required.
- Attend meetings as required at various locations across Scotland, in order to take notes/minutes and prepare action records.
- Assist in the preparation of PowerPoint presentations/speeches as required.
- Establish good working relationships in regular communication with other officers of the Care Inspectorate, members of the Board, external partners, contractors and suppliers, Scottish Government and members of the public.

- As part of the wider Executive Support team, provide PA support cover in the absence of the other PAs.
- Carry out your duties in accordance with our Health and Safety policies, procedures, guidance, practices and legislative requirements, taking reasonable care for your safety and that of others who may be affected by what you do or fail to do while at work.

### **Relationship Management**

- Ensure productive and smooth working arrangements and protocols between staff delivering directorate support and all other Care Inspectorate employees.
- Develop and maintain constructive and co-operative working relationships with internal and external stakeholders to ensure effective and efficient directorate support.
- Demonstrate a commitment to the Care Inspectorate's aims, vision and values and to the Care Inspectorate's overall objective of improving care in Scotland.
- To ensure effective communication of the Care Inspectorate's work with people who experience care, carers, relatives and advocates.

### **Other Duties**

This job may require some travel and may involve some overnight stays and unsocial hours.

This job description is a broad picture of the post at the date of preparation. It is not an exhaustive list of all possible duties and it is recognised that jobs change and evolve over time. Consequently, the post holder will be required to carry out any other duties to the equivalent level that are necessary to fulfil the purpose of the job, and to respond positively to changing business needs.