



# barbican

<b>JOB DESCRIPTION</b>	
<b>Job Title</b>	PA to the Director for Buildings and Renewal
<b>Department</b>	Buildings and Renewal
<b>Grade</b>	C
<b>Location</b>	Barbican Centre
<b>Responsible to</b>	Director for Buildings and Renewal
<b>Responsible for</b>	n/a

## **Purpose of Post**

- To work proactively and with initiative with the Director for Buildings and Renewal to provide efficient and effective executive and administrative support to enable the Barbican to operate in the most efficient, sustainable and equitable way.
- To promote the Buildings and Renewal offices as a role model for the Barbican's management style and leadership.
- To be committed to providing the highest level of support and service, to both internal and external stakeholders.
- To facilitate good working relationships with key stakeholders at all levels and be able to deal with confidential matters.
- To facilitate strong, collaborative working relationships and executive support standards across the assistant group at the Barbican and City of London

## **Main Duties & Responsibilities**

1. To oversee and manage the full administrative function for the Director including the management of the diary, minute-taking, filing, basic financial tasks (e.g. raising POs etc).
2. Ongoing oversight of the projects within the portfolio of the Director for Buildings and Renewal, including capital projects.

3. To prepare reports and presentations as required for the Director, including reports for Barbican Board and sub committees.
4. To co-ordinate meetings, produce agendas and following up actions as required. To include monthly Management Team and meetings chaired by the Director for Buildings and Renewal.
5. To manage arrangements for roundtables and events as instructed by the Director. This will include (but not limited to) booking venues/rooms, administering booking arrangements, overseeing group emails, managing arrangements for external facilitators.
6. Develop close working relationships with the Barbican internal communications team and play an active role in Barbican all-staff meetings on a quarterly basis.
7. To establish and maintain effective relations with each Director and Head of Department to facilitate a good working rapport between each and the Director for Buildings and Renewal.
8. To manage incoming correspondence (including complaints) for the Director answering queries on their behalf where appropriate
9. To book travel and processing expense reports as required.
10. To update computer systems where appropriate e.g. address database (Spektrix) and booking meeting rooms (Artifax).
11. To ensure the smooth and effective functioning of the Director for Buildings and Renewal's office in their absence.

### **Other Duties**

12. Actively seek to implement the City of London's Occupational Health and Safety Policy in relation to the duties of the post, and at all times give due regard to the health and safety of both themselves and others when carrying out their duties.
13. Actively seek to implement the City of London's Equal Opportunity Policy and the objective to promote equality of opportunity in relation to the duties of the post.
14. To undertake any other duties that may reasonably be requested appropriate to the grade.



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PERSON SPECIFICATION	
<b>Job Title</b>	PA to the Director for Buildings and Renewal
<b>Department</b>	Buildings and Renewal
<b>Grade</b>	C
<b>Trent Position Number</b>	

Please find below the key skills, experience and core behaviours required to undertake this post.

## Technical Skills / Professional Qualifications / Relevant Education & Training

- Extensive knowledge of Microsoft Office with excellent word processing skills, to include MS Word, MS Excel, advanced MS Outlook and MS Power Point (A)
- Excellent communication skills
- Shows initiative with a logical, analytical and collaborative approach (A)
- Confidence dealing with senior leaders (internal and external) (A), (I)
- Experience of learning new systems and processes. (A), (I)
- Approachable, resilient and friendly (I)

## Experience Required

- Experience of providing PA / EA and admin support (A), (I)
- Experience of complex diary management, including travel arrangements for national and international travel (A), (I)
- Experience of working on, in an administrative capacity, capital projects
- A proven self-starter with the ability to work autonomously and independently, with the initiative to make decisions and problem solve as necessary (A), (I)
- Experience of working with Boards/committees - understanding the complex protocols involved and providing professional administrative support including set up, planning, preparing agendas/papers etc (A), (I)

- Proven experience in implementing, improving and maintaining office systems.
- Experience of dealing with departmental expenditure (A), (I)
- Strong organisational skills with a proven ability to prioritise and meet tight deadlines effectively (A), (I)
- Proven communication skills with an excellent level of written English, with the ability to draft complex correspondence (A), (I)
- Good level of spoken English with a professional telephone manner and ability to welcome visitors and host when required to a professional standard (I)
- Excellent interpersonal skills with the ability to mix with internal and external stakeholders at all levels and of all experience, and to be able to handle issues with tact, discretion, sensitivity, and diplomacy in a confidential environment (A), (I)
- Ability to take accurate notes/minute large or small scale meetings (A)
- Experience of treating information sensitively and confidentially
- High standards of accuracy and attention to detail (A), (I)
- Has a zero tolerance approach towards any form of discrimination

**Other Relevant Information e.g. working hours or desirables (only if applicable)**

- Some flexibility on working hours to support the requirements of the Director for Buildings and Renewal
- An interest in working in the arts

***Recruitment – Note to Applicants***

***These key skills and core behaviours will be used in the decision-making process for recruitment. Please give examples of how you have exhibited these behaviours in your previous role(s). It is essential you address the criterion marked as (A) on your application form in the section for supporting information.***

***Be as specific as possible, we cannot guess or make assumptions, but will assess your application solely on the information provided. Try to provide evidence, by examples, where possible, of skills, knowledge and experience contained in this person specification.***

# Summary of Terms and Conditions of Employment

This summary is given as a guide and is not intended to form part of an individual's contract of employment.

## **Salary**

Starting salary for this job is £35,740 per annum inclusive of London Weighting. This figure will be reviewed annually from 01 July in line with the pay award for other salaried staff within the City of London Corporation.

## **Contract**

The position is offered on a fixed term basis for 12 months.

## **Hours of Work**

The hours of work are 10am – 6pm, Monday- Friday, being 35 hours per week excluding lunch break, but the post holder shall be expected to work the hours necessary to carry out the duties of the position.

## **Frequency and Method of Payment**

This is a monthly paid appointment and salaries are credited to a Bank or Building Society Account on the 11th of each month.

## **Annual Leave**

There is an entitlement of 24 days annual holiday plus Bank Holidays. There are subsequent increases to entitlement to annual holiday according to length of service.

## **Sickness Absence and Pay**

The City of London Corporation has a comprehensive Occupational Sick Pay scheme, details of which can be found in the Employee Handbook which will be made available to you upon commencement.

## **Pension**

You will automatically be admitted to the City of London Corporation's Pension Scheme. Employees contribute between 5.5% and 12.5% of their pensionable pay to the scheme, depending on salary.

If you do not wish to join the Scheme you must make a formal declaration stating you wish to opt out. You may contact the Pensions Office directly should you have any queries relating to the Local Government Pension scheme and your entitlements under this scheme.

## **Continuous Service**

If you join the City of London Corporation without a break in service (subject to certain exceptions) from another body covered by the Redundancy Payments (Local Government) (Modification) Order 1999, your service with that institution will count for the purpose of continuous service. The amount of continuous service which you have will affect your

entitlement to certain contractual benefits; for example, annual leave, sick leave and maternity leave. A full explanation of Continuous Service is contained within the Employee Handbook.

### **Probationary Period**

You will be employed initially on a six-month probationary period. Should either party wish to terminate the employment during this period, then one week's notice will be required on either side, except for summary termination for gross misconduct.

### **Notice Period**

One month by either party after satisfactory completion of probationary period.

### **Learning and Employee Development**

The City of London provides for financial support and time off for staff to study for appropriate qualifications which relate to their duties or undertaking professional skills update training. There is also an in-house programme covering more general training needs.

### **Employee Volunteering Programme**

Through its partnership and regeneration work, the City of London aims to contribute to the social and economic regeneration of the seven boroughs bordering the City: Camden, Hackney, Islington, Lambeth, Tower Hamlets and Westminster. These boroughs contain some of the most deprived neighbourhoods in the country.

The Employee Volunteering Programme, established in 2002 allows staff to volunteer their time, skills, knowledge and expertise to benefit local residents whilst developing their own professional skills. All staff are given the opportunity, subject to line management agreement, to take 2 days of volunteering leave per year to enable them to do this.

# barbican

We are London's  
**Creative Catalyst**  
for arts, curiosity  
and enterprise



We spark creative possibilities and transformation for artists, audiences, and communities – to inspire, connect and provoke debate.

We are the place to be in this Destination City, where everyone is welcome. Our impact is felt far outside our walls and ripples beyond the experiences we offer – locally, nationally and internationally.

[barbican.org.uk/values](http://barbican.org.uk/values)



The City of London  
Corporation is the founder  
and principal funder  
of the Barbican Centre