



<b>JOB DESCRIPTION</b>	
<b>Job Title</b>	PA to the Head of Creative Collaboration
<b>Department</b>	Creative Collaboration
<b>Grade</b>	C
<b>Location</b>	Barbican Centre
<b>Responsible to</b>	Senior Creative Collaboration Manager
<b>Responsible for</b>	N/A

### **The Barbican**

The Barbican presents artistic experiences across music, theatre, dance, visual arts, and cinema and learning that entertain, enable, enrich, and educate our many audiences and participants. Our intention is to be London's creative catalyst for arts, curiosity and enterprise. We aim to spark creative possibilities and transformation for artists, audiences, and communities. We strive to be inclusive and sustainable, championing equity and opportunity, connected to our communities, daring in our approach to arts and education.

As a not-for-profit, we rely on the generosity of individuals and organisations, including our principal funder the City of London Corporation. Every ticket purchased, donation made, and pound earned supports our arts and learning programme and enables the widest possible range of people to experience the joy of the arts.

### **Creative Collaboration Department**

Creative Collaboration is a new department at the Barbican, established to bring together our existing work with communities, learning, public programmes, and archive. Creative Collaboration aims to extend the Barbican's traditional arts boundaries and contribute towards a diverse artistic programme. The department's work is inspired by and built upon principles of collaboration, learning and access.

Creative Collaboration aims to be a catalyst for the Barbican's artistic vision, working across the centre with a multi-artform approach using all venues and spaces. The department champions interdisciplinary work that connects new audiences to the Barbican, engaging with creatives, participants and users that reflect the rich diversity of London.

The department supports the Barbican arts centre to be rooted in its community, globally minded, connected and that delivers on our civic purpose which is integral to our long-term programme, approach, and impact. Our aim is to co-create joyful experiences that inspire, connect and provoke debate.

## **Purpose of Post**

The PA will work closely with the Head of Creative Collaboration department to support the delivery of the department's strategic aims, providing efficient and effective executive administrative support.

To post holder will deliver a wide range of high-level administrative tasks including extensive diary management, communication handling, preparing organisational documents, systems administration, departmental event management, and research for curatorial and strategic developments projects.

The PA will work proactively with the other PA's and to facilitate strong, collaborative working relationships and executive support standards across the Barbican and will act as a role model for the Barbican's management style and leadership, most importantly in the areas of equity, inclusion and wellbeing

## **Main Duties & Responsibilities**

### **Personal Assistance**

1. Extensive diary management for the Head of Department (HoD). Prioritising and rearranging entries to support the best use of their availability and time, maximizing efficiency to ensure that the HoD has a clear overview of their daily/weekly/monthly internal and external commitments.
2. Be the first point of contact for HoD and the CC department email and telephone enquiries. Drafting written responses and fielding enquiries in a timely and appropriate manner, including for the Head of Department's direct correspondence.
3. Support the Head of Department with the administration of organisational documents including drafting, editing and proof reading of reports/presentations, and internal and external publications.
4. Support and facilitate HoD's and CC departmental meetings including agenda planning, organising papers, preparing presentations, arranging speaker attendance, minutetaking with responsibility for actions and meeting room preparation including refreshments.
5. Work closely with the Head of Department to develop and deliver departmental away days, strategy and planning meetings.
6. Plan, organise and administrate UK and international travel arrangements for the Head of Department and ad-hoc support for Senior Managers, in line with the organisational travel policy; with responsibility for processing reservations and producing any travel related documentation using appropriate organisational systems.
7. Responsibility for managing financial systems for the Head of Department including purchase card expenditure recording and reconciliation, expense claims, raising purchase orders, monitoring and authorisation of departmental purchases using organisational systems.
8. Support HoD to plan and undertake research for curatorial and strategic projects, drafting reports and briefing papers as appropriate.

### **Department administration**

1. To assist with general administrative duties including drafting, editing and proof reading reports/presentations and internal and external publications, typing, photocopying, updating and maintaining databases.
2. To take ownership of the efficiency of the office area including managing stationary orders, and ensuring office furniture, equipment and facilities are supplied and maintained across the department.
3. Work with the Planning Officer and the Senior Creative Collaboration Manager to support the department's staffing processes including processing timesheets, updating attendance, annual leave, sickness, TOIL records, recruitment and starter/leaver administration.
4. Maintain the departmental intranet and internet pages, including updating staff changes and spotlighting achievements.
5. Maintain the departmental stakeholder list, and regular stakeholder communication.

### **Departmental systems**

1. Work with the Planning Officer to maintain office systems, including day to day management of databases, setting up of evaluation questionnaires, and the maintenance of other departmental systems.
2. Support departmental training on project management systems including Agito, Parim, Artifax, CBIS, Spektrix. Smart Hub, MEL and SharePoint as required (training provided).
3. Update, maintain and distribute the departmental handbook and training guides.
4. Support the Senior Creative Collaborations Manager in the ongoing review and development of departmental systems and procedures as required, including maintaining risk registers and support of Health and Safety processes.
5. Work with the Facilities, IT and Engineering departments regarding office space and equipment maintenance e.g. computers, photocopiers, printers, lighting, cleaning, to maintain an organised and safe office environment. To report faults with the relevant departments when needed.
6. Act as the departmental representative and monitor for Health & Safety processes and procedure (training providing).

### **General**

1. Demonstrate an understanding of Barbican's Purpose and Values.
2. 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.
3. 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.
4. To undertake any other duties that may reasonably be requested appropriate to the position and grade.

## PERSON SPECIFICATION

Please find below the qualifications, experience and technical skills required to undertake this post. Each criterion will be assessed at application (A), interview (I) or test (T) as indicated below.

### Professional Qualifications / Relevant Education & Training

#### Essential

- Extensive knowledge of Microsoft Office with excellent word processing skills to include: MS Word, MS Excel, advanced MS Outlook and MS PowerPoint (A)
- Experience of learning new systems and processes. (A), (I)
- Approachable, resilient and friendly (I)

#### Experience, skills and knowledge required

- Experience of providing PA and Admin support. (A) (I)
- Experience of complex diary management, including travel arrangements for national and international travel. (A) (I)
- Previous administrative and office experience, preferably in a team support capacity with an interest in arts, culture and education. (A) (I)
- Experience in creating, maintaining, and improving effective office systems. (A) (I)
- A proven self-starter with the ability to work autonomously and independently, with the initiative to make decisions and problem solve. (I)
- 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 manner and ability to welcome visitors and host when required to a professional standard.(I)
- Excellent interpersonal skills with the ability to confidently liaise with colleagues and external partners, including high profile contacts, and to handle issues insightfully exercising discretion, sensitivity, diplomacy and confidentiality. (A) (I)
- Ability to take accurate notes/minutes of small or large-scale meetings. (A)
- High standards of accuracy and attention to detail. (A) (I)
- A flexible approach with the ability to work in a collaborative way as part of a team. (A) (I)
- A keen interest in working in the arts. (I) (A)

#### Other Relevant Information eg. working hours or desirables (only if applicable)

- Some flexibility on working hours to support the requirements of the Head of Creative Collaboration.

## **Recruitment – Note to Applicants**

The person specification points above will be used in the decision making process for recruitment. Please give examples of how you have exhibited these skills and behaviors 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 permanent basis.

### **Hours of Work**

The hours and days of work are Monday - Friday, 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.