



To apply: email letter of application & CV to recruitment@galvmed.org

Position: Fulltime, Permanent

Interviews: 15th / 16th November 2021

Start Date : 5th January 2022

Salary: £30k - £32k depending on experience

JOB DESCRIPTION	
JOB TITLE & DEPARTMENT:	
PA, Governance / CDI / HR Corporate Services Department	
LOCATION:	
Edinburgh, UK	
REPORTING LINE & KEY INTERFACES:	
<p><u>Reports to:</u> Executive Director, Corporate Services</p> <p><u>Key Interfaces:</u></p> <p>Internal - GALVmed's Board (Trustees, Members, Observers and External Committee members), Leadership Team and GALVmed staff</p> <p>External – suppliers (mainly event and travel management); GALVmed stakeholders (CDI project activities) & HR related (software suppliers & interviewees).</p>	
MAIN PURPOSE AND SCOPE OF THE JOB:	
To plan and execute all governance meeting logistics (except for virtual committee meetings) and support to the Board & Company Secretary as needed; Provide the CDI Executive Director, team and projects with all administrative and logistics support; provide Associate Director, HR with administration activities and updating the HR Information System.	
KEY ACTIVITIES (what are the job specific activities)	
<p>Governance (approx. 45%)</p> <ul style="list-style-type: none"> Governance meetings administration - including planning & executing all logistic arrangements of face-to-face and virtual meetings (including hotel, travel and ground transportation); liaising with Board participants as necessary; distribution of related documentation; Board Chair, Vice Chair & Trustees – providing administrative support as required e.g. trustee recruitment & joint Board and staff meetings; trustee away day Company Secretary – support on matters necessary to ensure compliant, efficient and effective governance of GALVmed e.g. document management (e.g. inductions, skills matrix); AGM organisation; minute taking; maintain confidentiality and conflicts of interest registers, etc. <p>Commercial Development & Impact (CDI) (approx. 35%)</p> <ul style="list-style-type: none"> Executive Director, CDI - provide all administrative support to ensure the smooth running of the Executive Director's diary management, administrative requirements and business travel, including related credit card and expense submissions in accordance with procedures. CDI team – provide logistical support for the CDI department and CD Committee meetings <p>HR (approx. 20%)</p> <ul style="list-style-type: none"> To provide confidential support to the Associate Director, HR in relation to maintenance of the HR Information System, candidate database and recruitment mailbox, as well as administrative assistance for recruitment planning, staff training and the annual performance management cycle. <p>Other</p> <ul style="list-style-type: none"> Additional tasks when required during absence of other administrative staff including office management, CEO/senior management assistance and data administration 	
QUALIFICATIONS / EXPERIENCE REQUIRED (IN ORDER TO SUCCESSFULLY CARRY OUT THE JOB ROLE)	
<p>Essential</p> <ul style="list-style-type: none"> 5 years in a PA/executive assistant role At least 2 years' experience of interacting with and administering governance meetings including minute taking Experience of HR Administration Experience of complex, and ideally international, event management Experience of working in a small company/team <p>Desirable</p> <ul style="list-style-type: none"> Experience of use of HR Information Systems Experience of complex, and ideally international, event management 	<p>Behavioural Competencies</p> <ul style="list-style-type: none"> Highly organised with attention to detail Understand the importance of confidentiality Able to work well with people at all levels & from diverse cultures and be capable of understanding how their enquiries need to be dealt with A strong focus on planning, and methodical problem-solving approach Ability to work flexibly, under time constraints and unsupervised