

## Job statement

<b>Administrative Support Officer</b>			
<b>Salary band</b>	Officer	<b>Salary</b>	Starting from £28,800 + Benefits
<b>Department</b>	Corporate Affairs	<b>Work location</b>	Hybrid – both remote, and in person time in our offices at 41 Portland Place, London
<b>Reports to</b>	Senior Governance & Corporate Affairs Manager and Fellowship Manager	<b>Direct reports</b>	None
<b>Role duration</b>	13 months full-time maternity cover	<b>Last updated</b>	August 2022

### **Corporate Affairs at the Academy of Medical Sciences**

The Academy is a registered charity and holds Royal Charter status. It is governed by a Council of elected Fellows, including six Honorary Officers. Corporate Affairs at the Academy covers work related to the Academy's main corporate business, including general administration, governance, delivery of corporate events and corporate communications as well as administrative support for the Executive Director, President, Officers and Senior Leadership Team. The Diary Management/Administrative Support Officer will also support as necessary, activity relating to the Academy's Fellowship election and the Academy's regional programme which includes activity of the Academy's Regional Champions, who arrange a variety of events for Fellows and local contacts across the UK.

The Diary Management/Administrative Support Officer is part of the wider Directorate team which includes staff with responsibilities across the Fellowship election, prize awards, fundraising and HR. The Directorate Team is led by the Academy's Executive Director.

### **The role**

The purpose of the role is to:

- Provide administrative support and diary management for the Executive Director, Senior Leadership Team and Honorary Officers

- Support Fellowship Manager with admin duties, out of office cover and CRM management
- Assist in the planning and delivery of corporate events both regular and ad hoc and related corporate communications
- Support delivery of programme of regional activity across the UK

### **Key liaisons**

As well as the Senior Governance Manager and Fellowship Manager, you will liaise regularly with the Executive Director; Director of Finance & Resources; Director of Communications; Director of Biomedical Grants and Policy; Director of Medical Science Policy; the Honorary Officers and their external office staff; Academy Fellows and the staff teams of key external stakeholders and funders; administrative teams at sister National Academies and an array of contacts and partners within government, higher education and charity sectors.

### **Key responsibilities**

Reporting to and supervised by the Senior Governance and Corporate Affairs Manager and Fellowship Manager, the key tasks and responsibilities of the role are as follows:

#### *Corporate Affairs:*

- Diary management and administrative support for Executive Director (ED) and other members of the Senior Leadership Team (SLT) as necessary.
- Diary management, as required, for the President and other Officers with regard to their Academy duties and in liaison with their personal PAs. This includes meetings with key senior external contacts and stakeholder organisations.
- Screening enquiries directed to the ED
- Travel arrangements for ED, SLT and Officers
- Producing correspondence as required
- Maintaining and filing electronic documents
- Assisting in the maintenance of the Academy's CRM database
- Assisting with website update
- Arranging virtual meeting connections (Zoom/Teams) as required
- Booking meeting spaces and making arrangements for hybrid meetings
- Booking catering arrangements
- Assisting in the planning and delivery of an annual programme of corporate events, including admission of new Fellows, AGM, named lectures and other ad hoc events as required.
- Implementing the schedule of monthly all-staff meetings including rotation of responsibility between teams, booking appropriate meeting spaces for staff onsite and virtual connection for those joining remotely
- Managing the regular series of Directorate team meetings
- Implementing the schedule of monthly cross-team meetings for Academy staff at Assistant, Officer and Senior Officer - including rotation of responsibility between teams, booking appropriate meeting room bookings for staff onsite and virtual connection for those joining remotely

- Supporting the delivery of regional events across the UK in conjunction with the Regional Engagement Manager including as necessary, assistance with marketing to Fellows, venue support and meeting arrangements.
- Diary support for ad-hoc cross-Academy projects as required.

*Fellowship:*

- Provide out of office cover by answering queries, resetting Fellows' login details, approving Fellows profile updates on CRM
- Assisting in coordinating committee meetings; room booking, diary management, etc.
- Support with Fellows subscription queries and banking details
- Ad hoc administrative support

**Skills and abilities**

- Excellent written and verbal communications skills
- Practical and task focussed
- Team player
- Confident dealing with people at senior level and external organisations
- Excellent IT skills (Office, Teams & SharePoint)
- Good literacy and numeracy skills
- Strong attention to accuracy and detail
- Strong organisational skills.
- Experience in a similar role
- Experience of working with databases
- Experience of organising virtual and hybrid meetings
- Able to be flexible about working hours on occasions
- Commitment to the goals and values of the Academy
- Degree or equivalent desirable

[For information about the Academy and our strategy 2022-2032 click here](#)

[For information about working at the Academy and the agile and flexible working style available click here](#)

<b>Salary progression</b>	<p>We have recently introduced a new salary progression framework.</p> <p>The framework offers opportunities for salary increases at 6 and 12 months. Further increments are available as staff progress through our role and competency framework. We are also committed to regular cost of living and/or benchmarking reviews.</p>
<b>Location</b>	<p>Hybrid – both remote and in person time in our offices at 41 Portland Place, London, W1B 1QH</p> <p>We do not operate a set number of days, however many work towards one day a week in the office or attending face-to-face</p>

	<p>meetings and events.</p> <p>We welcome discussion of different working arrangements and locations with any successful applicant.</p>
<b>Annual leave</b>	29 days per annum; including Christmas closure dates, plus bank holidays (pro rata for part time staff)
<b>Pension</b>	The Academy contributes 7.5% of gross salary to a Legal & General salary sacrifice pension scheme, with an employee contribution of 3%.
<b>Life assurance</b>	3 x annual gross salary
<b>Season ticket travel loan interest free</b>	Available to all staff after completion of probationary period
<b>Family friendly benefits</b>	<ul style="list-style-type: none"> <li>• We offer enhanced maternity and paternity leave and provide coaching for parents returning to work.</li> <li>• We are a family friendly employer and support staff to be present for their families and those they care for through our agile working policy.</li> </ul>
<b>Agile working</b>	<p>We empower individuals and teams to identify work practices and patterns that enable the organisation to maximise its potential and the individual to achieve the best possible work/life balance.</p> <p>Our agile working approach operates on the following principles:</p> <ol style="list-style-type: none"> <li>1. Open</li> <li>2. Timely</li> <li>3. Experimental</li> <li>4. Connected</li> <li>5. Respectful</li> <li>6. Empowered</li> </ol> <p>These principles allow staff to determine how, when and where they work to do their job well and support their wellbeing.</p>
<b>Wellbeing and mental health</b>	<ul style="list-style-type: none"> <li>• Subscription to Headspace and Class pass.</li> <li>• Regular individual, team and organisation wide wellbeing days.</li> <li>• Seasonal staff connection days</li> <li>• Employee assistance programme including financial and wellbeing advice.</li> <li>• Access to free online counselling and CBT</li> <li>• Cross organisation staff group dedicated to wellbeing that runs activities to support social connection and mental and physical health.</li> <li>• Team of staff mental health first aiders</li> </ul>

<p><b>Equity, diversity and inclusion</b></p>	<ul style="list-style-type: none"> <li>• Regular EDI learning sessions and events connected to religious holidays, social awareness days and cultural celebrations.</li> <li>• Access to EDI training and development sessions.</li> <li>• Opportunity to join a cross organisation staff EDI Forum, with leads for Disability, Neurodiversity and Mental Health; Gender Equality; LGBTQ+ Community; and Racial Diversity.</li> <li>• EDI SharePoint with resources including current affairs, podcasts, campaigns, blogs and reports.</li> <li>• We are also a member of <a href="#">EDIS</a> (the Equality, Diversity and Inclusion in Science and Health Research Network), the <a href="#">Employers Network for Equality &amp; Inclusion</a> and the <a href="#">Proud Science Alliance</a>, a collective of healthcare and life sciences sector LGBTQ+ networks.</li> </ul>