

Direct Tel: 0161 876 2086
Email: recruitment@thelowry.com



PRIVATE & CONFIDENTIAL

Dear Sir/Madam,

APPOINTMENT OF PERSONAL ASSISTANT TO THE CHIEF EXECUTIVE

Thank you for your interest in the above post. Please find enclosed the job description and personal specification for Personal Assistant to the Chief Executive.

To apply for this position, please complete the application form. Under the Additional Information section please describe how you will apply your knowledge, experience, skills and qualities to fulfil the main duties and responsibilities of the post within a high profile visual and performing arts facility.

The application deadline for this position is Monday 4 February 2019 at 10:00am. Please email this to recruitment@thelowry.com or post to Human Resources, The Lowry, Pier 8, Salford Quays, M50 3AZ. Interviews will take place on Thursday 14 February 2019.

Please be advised that The Lowry holds application forms and interview notes for unsuccessful candidates for 6 months, which will be stored in a secure manner. After the 6 month period, all data will be securely destroyed. If you require any further information please refer to The Lowry's Privacy Policy which can be found on The Lowry's website.

Thank you again for your interest in The Lowry.

Yours faithfully,

Kay Sutton
Human Resources Advisor



JOB DETAILS

Post Title : Personal Assistant to Chief Executive (Maternity Cover)

Department : Administration

Reports to : Chief Executive

JOB PURPOSE

To provide dedicated administrative services to the Chief Executive to ensure the Chief Executive is able to carry out her responsibilities.

MAIN DUTIES AND RESPONSIBILITIES

Chief Executive Support:

- Identifying, anticipating and proactively supporting the Chief Executive's complex workload and activities through comprehensive and detailed diary management, and a strategic understanding of their competing priorities for delivery
- Identifying critical and time sensitive tasks and liaising with the Chief Executive, Directors and Heads of Departments to ensure successful cross-departmental delivery
- Providing an open, appropriate and professional communication channel to the Chief Executive for staff of The Lowry
- Preparing thoroughly in advance of the Chief Executive's meetings to ensure that she has the relevant information in a timely fashion and providing comprehensive follow-up to all meetings
- Organising all travel, accommodation and logistical arrangements for national and international travel including itinerary and detailed information relevant to the trip
- Dealing with all enquiries and correspondence to the Chief Executive's office (telephone, mail, email), ensuring information is disseminated as required, and responses are drafted/returned in a timely manner

- Arranging site tours on request for the Chief Executive, liaising with all relevant Head of Departments, Security, Welcome Desk and Front of House teams
- Meeting and greeting visitors of the Chief Executive in a professional, friendly and timely manner
- Ensuring the office of the Chief Executive is well presented, arranging regular cleaning and liaising with internal teams to replenish refreshments
- Maintaining comprehensive electronic and hard copy filing systems

GENERAL

- Daily collection and distribution of post for Directors
- Organising weekly Directors' meeting agenda, taking and distribution of action minutes
- Organising monthly Accounts Review meeting timetables in liaison with Finance Director, confirming arrangements with Directors and Head of Departments
- Organising monthly Internal Creative Team Meetings, collating agenda items to be approved by Chief Executive
- Organising 6 weekly Full Creative Team Meetings collating agenda items to be approved by Chief Executive
- Organisation of Staff Briefings in March, July and November, confirming presentations and running order with Chief Executive
- Distribution of new season brochures to Trustees and VIPs
- Administrative ownership of Microsoft Teams for Directors
- Responsible for ensuring the Salford Annual Report is completed annually and provided to the City Council within their deadline
- Raising of purchase orders, timely processing of invoices from Consultants, Trustees and Suppliers
- Responding appropriately to charity requests via email and post
- Responsible for arranging and recording the annual renewal of the Premises Licence, CLA Licence, and 3 year renewal of the Weddings Licence
- Promote and comply with legislation and The Lowry's policies on equal opportunities and health and safety both in the delivery of services and the treatment of others.

- Identify and undertake training and development as required in order to meet personal and business needs.
- Undertake any other reasonable duties, commensurate with the level of the post so as to ensure the smooth running of The Lowry.

REVIEW ARRANGEMENTS

This job information cannot be all encompassing. It is inevitable over time that the emphasis of the job will change without changing the general character of the job or the level of duties and responsibilities entailed. This information may be periodically reviewed, revised and updated in consultation with the post holder to reflect appropriate changes.

CRITERIA	ESSENTIAL	DESIRABLE
SKILLS / ABILITIES	<p>Ability to build positive, professional, appropriate, pro-active and supportive relationship with the CEO.</p> <p>Professional and focussed, with the ability to build productive and appropriate relationships with staff across The Lowry.</p> <p>Ability to represent The Lowry to external key stakeholders, confidently and professionally representing the CEO's office.</p> <p>Effectively manage a high volume of requests for the CEO in a sensitive, firm but friendly manner.</p> <p>Conscientious with a high attention to detail, systematic in approach to planning and delivery.</p> <p>Highly discreet; comfortable with handling confidential information, ability to maintain absolute confidentiality and handle sensitive matters, diplomatically and discreetly.</p> <p>Flexible and responsive to change, comfortable with working in a fast-paced environment</p> <p>Ability to remain calm under pressure.</p> <p>Personable and supportive.</p>	
KNOWLEDGE		<p>Knowledge of The Lowry.</p> <p>Knowledge of the Arts industry and cultural policy landscape of the North West and the UK.</p>
QUALIFICATIONS, TRAINING AND EDUCATION	G.S.C.E. or equivalent English A-C	
EXPERIENCE	<p>Proven recent experience of providing PA support at a senior level.</p> <p>Ability to prioritise work for self and</p>	<p>Proven recent experience of providing PA support at a senior level within the Arts Sector.</p>

	<p>CEO in an environment with multiple and competing demands.</p> <p>Experience of attending, preparing agendas and papers, and minute-taking for meetings.</p> <p>Advanced IT skills specifically Word, Excel, Outlook and Powerpoint.</p> <p>Experience of drafting high quality correspondence on behalf of others.</p>	
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