



TRINITY HOUSE

# ROLE PROFILE

## EXECUTIVE SUPPORT AND PA TO DIRECTORS

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### JOB PURPOSE

To provide administrative and secretarial support to the Trinity House Executive and act as Personal Assistant to assigned Directors.

<b>KEY RESPONSIBILITIES</b>	<b>Executive Support</b>	<p>Work as part of the Executive Support Team to:</p> <ul style="list-style-type: none"> <li>▪ Provide administrative and secretarial support to the Executive as directed by the Exec Support Team Manager.</li> <li>▪ Support the Head of Legal and Estates in collating papers, draft agendas, filing papers and producing and distributing board packs for various Boards/Committees including the Lighthouse Board, Joint Strategic Board, Audit and Risk Committee, Nominations Committees, selection panels for NEDs.</li> <li>▪ Take and write-up minutes for meetings as directed by the Exec Support Team Manager.</li> <li>▪ Assist the Exec Support Team Manager in maintaining a log of actions for the above meetings.</li> <li>▪ Maintain the register of interests for Executive level committees and boards.</li> <li>▪ Maintain the Lighthouse Board Director’s Handbook in Board-Effects.</li> <li>▪ Administer/book travel and process expense claims for the NEDs.</li> <li>▪ Support with Legal Department administrative tasks.</li> </ul>
	<b>Personal Assistant Duties</b>	<p>To be the Personal Assistant to the Director of Navigational Requirements (DNR) and Major Projects Director:</p> <ul style="list-style-type: none"> <li>▪ Manage diary and organise meetings and appointments.</li> <li>▪ Plan and arrange travel and accommodation (for Non-Executive Directors as well).</li> </ul>

		<ul style="list-style-type: none"> <li>▪ Prepare expenses and subsistence claims and assist in administering the travel card.</li> <li>▪ Answer and screen telephone calls, assist with the management of general correspondence as directed.</li> <li>▪ Assist arranging the Trinity House User Group and the Joint User Group including managing the guest list, drafting and sending invitations and with general administration during the meetings.</li> <li>▪ Take notes, and prepare documents and reports.</li> </ul>
	<b>General</b>	<ul style="list-style-type: none"> <li>▪ Undertake additional tasks and responsibilities as assigned or necessary, within scope of the role.</li> </ul>
<b>ENTRY REQUIREMENTS</b>	<b>Skills and experience</b>	<ul style="list-style-type: none"> <li>▪ Experience of providing secretarial support to senior management, including diary management and arranging travel desirable.</li> <li>▪ Good letter and minute writing skills.</li> <li>▪ Good IT skills, including MS Office products.</li> </ul>
	<b>Qualifications</b>	<ul style="list-style-type: none"> <li>▪ A minimum of two A-Levels or equivalent, preferably including a qualification in English Language.</li> <li>▪ Business administration qualification to level 3 or equivalent demonstrable experience desirable.</li> </ul>
	<b>Professional Competencies (Business Administration Apprenticeship Standards)</b>	<ul style="list-style-type: none"> <li>▪ IT</li> <li>▪ Record and document production</li> <li>▪ Decision-making</li> <li>▪ Interpersonal skills</li> <li>▪ Communications</li> <li>▪ Planning and organisation</li> <li>▪ Data Protection</li> </ul>