|  |  |
| --- | --- |
| Executive Assistant |  |

# Applying for this post

To apply for this post please complete the online application process on our website: <https://www.birmingham-rep.co.uk/get-involved/careers-and-vacancies.html>

Data from your diversity monitoring form will not be shared with the recruitment panel.

\*we accept other forms of submission including video and audio recordings.

The Rep is a Disability Confident Employer. If you would like to apply under this scheme please selection this option on our application portal.

The Rep supports and encourages applications from refugees seeking asylum in the United Kingdom. We will guarantee an interview to any refugee if they meet the minimum criteria for the job vacancy and have the legal right to work in the UK. If you would like to apply under this scheme please select this option on our application portal.

If you would like to request any adjustments to enable you to apply for this post or to fully participate in an interview, please contact [RepTalent@birmingham-rep.co.uk](mailto:RepTalent@birmingham-rep.co.uk)

The deadline for receipt of **applications** is **12 September 2022**

**Interviews** will be held on Zoom during **wc 19 September 2022**

## Guidance

Please read the job description carefully before starting your application to ensure that you meet all of the essential criteria and are able to provide evidence in your application to support these areas. Only relevant information will be considered when shortlisting candidates.

In line with GDPR, your application will be retained securely for 6 months before being destroyed if you are unsuccessful.

Vacancies will generally close by the deadline, however, we reserve the right to close the vacancy early if we receive a high volume of suitable applicants. We therefore advise candidates to submit their applications as soon as possible if they wish to be considered for the role. Any applications made after the deadline will not be considered.

# Role Summary

Established in 1913, The Rep has an unparalleled history as a pioneering repertory theatre and the launch-pad for some of the most exciting talent in UK theatre both past and present. Today it is a producing powerhouse with three auditoria - The House, 820 seats; The Studio, 300 seats; The Door, 150 seats - as well as extensive on-site production facilities.

Under the Artistic and Executive leadership of Sean Foley and Rachael Thomas the theatre is in the midst of a process of significant renewal, with the vision of being a national and international centre for artistically ambitious popular theatre in all its forms: comedies, dramas, musicals, dance-theatre and family shows. Revivals, new work and commissions will play in all three theatres. Many of its productions already go on to enjoy future life through commercial transfers and national/international tours.

These are exciting times for The Rep and the city of Birmingham. The UK’s 'second city’ has the youngest population in Europe, and is the most multicultural city in the UK. It is a city full of dynamism and energy, and currently undergoing its own renaissance as one of the fastest growing cities in the country.

Part of The Rep’s mission is to ensure that its programme is truly representative of the city it serves, and we aim to imaginatively engage with the people of Birmingham and beyond to create productions that fill our theatres with its people. In every endeavour, we promote inclusivity, diversity, and equality.

This role will have responsibility for senior administration support across the Executive and People teams. The person in this role will be providing exemplary service both internally and externally including dealing with VIPs, guests, officials, artists, as well as arranging meetings and correspondence (including minuting senior meetings) up to and including board level.

This role is crucial to the smooth running of a very busy executive office, where key stakeholders are often away from the premises, therefore you must be good at remote diary management and be able to manage your own and others time.

This role will work approximately 70% in executive support and 30% providing the people team with administration support.

### Main duties and responsibilities

* Providing support to the Executive throughout the strategic planning cycle including collating data, writing reports and producing summaries/powerpoints for internal and external presentation
* Use relationships, judgement and understanding of the wider context to support the Executive in their work and manage their diaries accordingly, challenging and pushing back with confidence if meeting requests are unclear or not necessary.
* Quickly navigate and understand artistic conversations to extract key messages and actions points – ensuring they are followed up with action owners and delivered on time.
* Assist Theatre Admin Manager with collation of board packs and senior management reporting as required.
* Produce documents, briefing papers, reports and presentations.
* Assist Theatre Admin Manager with arrangements for Board and sub-committee meetings, including diary and room co-ordination, production and distribution of agenda and papers and minutes.
* Act as the gate-keeper of the Executive’s time by pro-actively managing the AD and ED’s busy diaries.
* Politely deal with sensitive issues, pushing back on internal and external parties to ensure the executive time is best allocated to the highest priority tasks.
* Assist with the ‘to do’ list of the executive, noting and monitoring actions and bringing value through assisting with completion of tasks.
* Manage executive travel, accommodation booking and expenses.
* Organise and note all senior leadership and management team meetings and track actions through to completion.
* Organise company engagement sessions and meetings including training, away days, company meets, staff parties, board away days and others as required.
* Meet and greet visitors and guests, provide refreshments and a great visitor experience on behalf of the executive/people team.
* Assist the Theatre Admin Manager with the people team with employee life-cycle admin including recruitment, on-boarding, data and reporting, and leavers.
* Implement administration systems where they are missing/can be improved.
* Create and manage calendars of engagement and governance activity to ensure no deadlines are missed and all participants have time to prepare their contributions to activities.
* Support events and guest arrangements for events as required by the Executive.
* Write external correspondence such as letters and emails.
* Deputise for Theatre Admin Manager as required.

**General Responsibilities**

* Adhere to and implement the guidelines, procedures and policies of the company as detailed in the staff policies (available from the staff intranet).
* Play a role in the life of the company and work across departments to develop a positive and engaged organisational culture including playing active and positive roles in staff forums/committees.
* Be aware of, and comply with, rules and legislation pertaining to Health & Safety at Work and abide by the procedures set out in the Health & Safety Policy.
* Be aware of, and comply with, rules and legislation pertaining to data security, and GDPR, at work and abide by the procedures set out in the Data Protection Policy.
* All staff are expected to demonstrate an understanding of, and adherence to, our Safeguarding Policy, including a duty to report any issues of concern.

## Any other duties

The duties and responsibilities set out should not be regarded as exclusive or exhaustive. The post-holder may be required to undertake other reasonably determined duties and responsibilities within the organisation which are appropriate with the level of the role without changing the general character of the post.

The post-holder may also be called upon to carry out duties that would not normally be associated with the post on a temporary basis where there is a strong organisational requirement for that to happen. The post-holder would be given appropriate training and equipment to carry out any duties of this kind.

**Key relationships**

This role forms part of the People Team. You will be managed by the Theatre Administration Manager.

## Internal

* Artistic and Executive Directors
* Members of the Senior Leadership and Management teams
* Board members
* Staff groups, forums and trade unions as required

## External

* Key stakeholders: funders, co-producers, creative partners, etc.
* Guests, freelancers, artists associates
* VIPs and visitors of the executive
* Providers, suppliers
* Users of the theatre and the public

# Person specification

## You must have

If you do not demonstrate that you meet all these criteria you may not be shortlisted.

* Confidence and credibility to provide support to senior stakeholders, in the smooth running of diaries and administrative processes
* Extensive experience of working with board level stakeholders and Directors
* Proven experience of providing secretarial and administrative support for senior executives
* Experienced in producing high quality board level minutes
* Highly comfortable with promoting partnerships and collaborating with internal and external stakeholders
* Ability to trouble-shoot and resolve issues and bring a sense of clarity and direction to complex situations
* Be excellent at organising self and others
* Able to manage conflicting demands and a busy workload
* Experience in dealing with sensitive information
* Able to manage multiple diaries
* Excellent influencing skills
* Knowledge and experience of the theatre sector
* Excellent working knowledge of Microsoft Word: Powerpoint, Excel, Word and Outlook
* Excellent communication and interpersonal skills

## It’d be great if you had

If we need to choose between candidates who meet the essential criteria, we may take these factors into account.

* Knowledge of The Rep
* HR experience

# Terms & Conditions

## Executive Assistant

**Period of work**: This is a permanent role, subject to successful completion of a probationary period of 3 months

**Pay:** £27,259 dependant on experience; pro-rata if part-time.

**Hours:** *39* hours per week, 5 days per week. Some evening and weekend work will be required. We don’t encourage or expect over time, however, in the event that excessive over time is worked, this may be taken as time off in lieu to be agreed in advance with your line manager.

**Holidays:** 20 days per year plus public holidays. The holiday year runs from 1 September to 31 August each year.

**Notice period:** The notice period will be one month.

**Location of work:** Your main place of work will be The Rep in Birmingham although some travel may be required within the UK

### Other benefits

* Contributory staff pension, 5% employee and 3% employer

### Non-contractual benefits

* Free-to-use employee assistance service
* Staff ticket discount
* Staff discount in The Rep food and drink outlets (when available)
* 20% Season Ticket discount on parking at Q-Parks
* We actively encourage all staff to see shows as believe that being part of The Rep product enhances everyone’s experience as an employee and ambassador. To ensure everyone has a chance to attend shows every staff member is invited to attend press night for all The Rep's own productions along with further complimentary tickets where possible as well as competitive discounts throughout the year.

There’s no such thing as perfection…

At the Rep we don’t expect or look for the ‘perfect candidate’, instead we look for people who can positively contribute to our team. In return you will be given support, encouragement and all the right conditions to grow, succeed and be your best. We are committed to creating an inclusive workplace where difference is a strength and every unique voice and skill is recognised and valued.

For us, recruitment is more than a match against a job description, it’s about feeling excited to come to work every day and being proud of who you work with and for. We believe The Rep is for everyone, so however you identify, whatever your background, if you feel excited about this role then we urge you to please apply.

It’s important to us that The Rep reflects the communities we serve and therefore we particularly welcome applicants from the global majority and D/deaf & disabled communities as these groups are not as well represented as we want them to be. We want our Rep to be culturally informed and accessible to all, so we encourage you to celebrate and share your own cultural experience and knowledge of our city proudly in your application.

We guarantee to interview anyone from these under-represented groups whose application meets the minimum criteria for the post. By ‘minimum criteria’ we mean that you must provide us with evidence in your application form which demonstrates that you generally meet the level of competence required for each competence (or could with reasonable support), as well as meeting any of the qualifications, skills or experience defined as essential in the person specification.

Diversity monitoring

Our ultimate aim is to have diversity of all kinds in every layer of the organisation and to help us keep track of our success we kindly ask you to complete an Equality and Diversity form alongside your application. Participation is voluntary but appreciated and your responses will be anonymous and not shared with the recruiting managers.

Environmental

As one of the largest producing houses in the midlands, we are aware that we have a responsibility to the environment beyond legal and regulatory requirements. As such, we are aiming to be carbon neutral within 10 years with sustainability at the forefront of our working practices and integrate climate aware work into our programme. We have committed to adopt the Green Book Sustainable Productions framework on a minimum of 2 productions a year. Our Environmental Working Group is comprised of staff from across organisation to become environmental champions and meet regularly to review and update our Environmental policy and plans. We are committed to exploring, trailing and renewing ways in which the organisation and staff can reduce their environmental impact and carbon footprint.

Flexible working

We know flexibility is everything and we foster a working environment which is focused on outcomes. For this role you will be required to work specific hours and be present in the building to help with the running of the executive. We actively encourage applications for job shares and flexible working and will make every effort to accommodate these requests.

# Safeguarding

The Rep is committed to safeguarding, and operates an environment where all staff are expected to report any concerns about vulnerable people, or about the behaviour or practice of colleagues and other people they come into contact with.

# Offers

Any job offer we make is subject to:

* Receipt of 2 satisfactory references
* Proof of eligibility to work in the UK
* Role appropriate background checks
* Evidence of appropriate qualifications