



JOB DESCRIPTION

- TITLE:** **Executive Secretary and Office Manager**
- PROVIDES SUPPORT TO:** **Chief Executive, President, Board and Committees**
- REPORTS TO:** **Chief Executive**
- BASED:** **Faculty offices, Central London.** (It should be noted that the FOM will be moving to different London premises during 2016.)

MAIN PURPOSE

- 1) To provide the Secretariat for the Board, Executive Committee, Ethics Committee, Fellowship Committee, Clinical Excellence Awards Committee, Annual General Meeting and for RCP Fellowships.**
- 2) To provide executive assistant support to the CEO and President.**
- 3) To manage the administration of the Faculty office and premises.**
- 4) To assist and support colleagues in the office as occasionally required.**

KEY RESPONSIBILITIES

- 1. To provide the Secretariat for the Board, Executive Committee, Ethics Committee, Fellowship Committee, Clinical Excellence Awards Committee, Annual General Meeting and for RCP Fellowships**
 - Provide effective and efficient Secretariat support to the Board, Committees and AGM; attend all meetings as secretary
 - Ensure meetings are arranged according to the annual cycle; prepare papers, agendas and reports for despatch to Officers in a timely fashion
 - Ensure that minutes are drafted and despatched in good time
 - Respond to enquiries relating to ethics
 - Make all arrangements for the Annual General Meeting

- Run the annual process of nominating Faculty members for Fellowship of the Royal College of Physicians
- Develop an annual workplan which identifies the cycle of Board and Committee meetings, with timetables
- Oversee the process of honorary appointments and keep records of applicants, appointees and panel members

2. To provide executive assistant support to the CEO and President.

- To manage CEO and President's calendar and all appointments
- To be the primary interface for the CEO and President, including acting as first point of contact for all email, postal and telephone messages and other correspondence
- To monitor inbox and liaise with CEO and President about deadlines
- To ensure that CEO and President are fully briefed ahead of all meetings, including the collation and distribution of briefing packs and liaison with other attendees
- To provide secretarial support, including drafting agendas, committee papers and correspondence
- To work closely with President's PA in an outside organisation to ensure excellent lines of communication so that the employing organisation is fully aware of President's appointments
- To offer administrative support for Presidential meetings, e.g. stakeholders, government etc

3. To manage the administration of the Faculty office and premises.

- To be the point of contact for the all matters relating to the faculty's rented premises, liaising with the building administrators and service providers as necessary
- To manage the logistics for the board and committee meetings, including travel and catering arrangements
- To maintain confidential HR systems and files
- To maintain organised and efficient central, electronic files
- To be responsible for maintaining office equipment and supplies
- To handle Faculty ingoing and outgoing post

Please note – the Faculty will be moving offices during 2016 and we anticipate the post-holder will play an important role in the management and smooth-running of the move.

4. To assist and support colleagues in the office as occasionally required.

- To work with colleagues during exceptionally busy periods
- To take telephone calls and messages, deal with member queries and handle queries from the wider public

Essential Skills

- Superb written and verbal communication
- Superb eye for detail
- High level of competence with Microsoft Office and Database systems
- Excellent organization and time-management
- Excellent minute-taking
- Proven ability to work with people at a senior level
- Ability to assimilate and understand information quickly

Essential Attributes

- Flexible, customer-orientated, quality-driven attitude
- Proactive – seeing what needs to be done
- Positive, approachable ‘can-do’ manner
- Ability to keep calm under pressure
- Highly professional demeanour
- Excellent personal judgement and ability to maintain strict confidentiality as appropriate