

**THE EUROPEAN MARINE ENERGY CENTRE  
JOB DESCRIPTION AND PERSON SPECIFICATION  
PA TO THE EXECUTIVE**

**Reports to:** Finance Director

**Purpose:** To support the Executive Team, and in particular the Managing Director, by providing the highest standard of confidential administrative assistance and meeting secretariat.

**Responsibilities:**

- 1. Clerk to the Board:** organise board meetings and provide associated documentation within agreed timescales.
- 2. Managing Director support:** provide a high quality secretarial service including:
  - Diary management and provision of extensive comprehensive support.
  - Management of emails, handling enquiries and representing EMEC to a wide range of stakeholders.
  - Ensure effective use of contact reports and action tracking.
  - Organisation of travel itineraries.
- 3. Executive Team support:** provide organisational support service, including:
  - Provision of meeting secretariat and action tracking support to Executive Team, Senior Management Team and IMS.
  - Organisation of travel itineraries and processing claims for expenses.
  - Management of diaries.
  - Other duties as directed by the Executive Team.
- 4.** Ensure that the EMEC Integrated Management System is adhered to and assist the Quality Manager and others with identifying and progressing improvement actions, supporting EMEC's accreditation by the UK Accreditation Service (UKAS) or other relevant body.
- 5.** From time to time carry out other assignments which may differ from the above as instructed by the Finance Director and/or the Office Manager who will manage day to day activities.
- 6.** Carry out general secretarial and support services for the effective operation of EMEC working closely and flexible with all EMEC staff from across the business.

**Reports:** There are no direct reports to this position.

## Person Specification

### Education

- Essential – A good all round education  
Desirable – HNC/D in an administration or business subject (or equivalent)

### Skills & Knowledge

- Essential
- IT literate user of MS OFFICE packages.
  - a good understanding of office systems and procedures
  - excellent communicator by telephone, E-mail and print
  - strong and proven organisational skills with the ability to prioritise workloads and manage multiple tasks in order to meet deadlines
  - ability to take instructions
  - strong customer focus
  - tactfulness and diplomacy
- Desirable
- interest in renewables

### Personal Attributes

- Essential
- organised, disciplined administrator
  - ‘completer finisher’
  - team worker
  - ‘can-do’ approach
  - developed social skills are essential within the formal and informal environments you will be expected to represent the Company
  - good attention to detail and accuracy in both words and figures
  - ability to recognise and manage sensitive and confidential information
- Desirable
- a positive and flexible approach.

### Experience

- Essential
- 5 years’ experience in a PA or admin role
  - email and diary management
  - working both within a small team and on your own initiative
- Desirable
- experience of organising and booking travel and accommodation
  - experience of carrying out clerk duties at board level

### Special Conditions Associated with the Role

None