

CORPORATE SERVICES DIRECTORATE

CLERK TO THE BOARD

(Band C; Part-time (22.5 hours/week); Fixed term for 18 months)

Purpose

To oversee the organisation and efficient delivery of all Board, Committee and governance meetings and events, including supervising other staff to plan, prepare and coordinate these meetings.

Responsibilities

Board support

- To ensure that papers and reports are of high quality and that they are published within deadlines for statutory committees. This can involve influencing staff at a higher level to adhere to procedures regarding quality and deadlines;
- To ensure that Board/Committee/governance meetings and events are set up and delivered to a high standard, including overseeing other staff to deliver this where appropriate. To ensure that relevant risk assessments are in place;
- To produce accurate and concise minutes which accurately record: complex, strategic-level information; the discussions around agenda items; and the actions of meetings. To record and capture the results of votes;
- To provide support to the convener and deputy as required including mailbox and diary management and responding to straightforward queries and requests.
- To prepare a quarterly attendance schedule, and record all attendances, authorised and unauthorised absences (as approved by the Convener) for submission to the Payroll Officer. To keep Board Members informed of any fee deductions in any given quarter.
- To be the first point of contact in relation to Board Members submitting their electronic expenses; to check these for accuracy and against attendance records before submitting them for authorisation
- To oversee the content of the Board and Committees section of the website, and maintenance of the same;
- To oversee the management of Board members' calendars and diaries and forward plan a schedule of events/committees. Thereafter to ensure that relevant officers are made aware of dates and meetings;
- Liaising directly with Board Members and influencing them to adhere to procedures regarding regular updating of Register of Interests; Gifts Register and to respond to key communications timeously; and,
- To monitor and develop standing orders and procedures for the National Park Board, its Committees and any other meeting where Board Member input is required, including development of letter templates, forms and any other relevant administrative document.

General

- Contribute to the work of the Corporate Services Directorate and CNPA as a whole and ensuring compliance with financial procedures and participate in cover arrangements as part of the wider admin team,
- Contribute to delivery of the National Park Partnership Plan, and
- To conduct other work, as necessary. All post holders are required to be flexible with regards their job description so that the organisation can adapt to new opportunities and priorities over time.

Person Specification - Knowledge, experience and training

ESSENTIAL

- Experience of working in an administrative or PA support role in a busy customer focused environment;
- Must be able to deal with sensitive information in a confidential manner;
- Working knowledge of office information systems, including the ability to produce statistical and management information when required;
- Must have an in-depth knowledge of Outlook, Microsoft Word, Excel and Powerpoint;
- Strong problem solving skills and ability to work pro-actively to manage any issues which may arise.
- Good Communication and Interpersonal skills;
- Computer and IT literate; and,
- Full UK driving licence or access to a driver if disability prevents driving.
- Flexible approach to working patterns some weekend and evening work may be required.

DESIRABLE

- Knowledge of the Gaelic language

January 2021