

Job description

April 2021

Job title:	Executive Assistant - SMT and Board Coordinator
Salary:	£40,000-£45,000 + excellent benefits
Accountable to:	Deputy Director, Strategy and Corporate Services
Directorate:	CEO
Contract:	Permanent
Working Pattern:	36 hours per week (Flexibility offered)
Location:	2 Redman Place, Stratford, East London, E20 1JQ (Can be fulfilled with flexible working or via a Remote working Contract)
Closing Date:	07 May 2021, 14:00

Introduction

The [Human Tissue Authority's \(HTA's\)](#) primary goal is to protect public and professional confidence in the safe and ethical use of human tissue.

The [HTA](#) is the national independent regulator for organisations that remove, store and use tissue for research, medical treatment, post-mortem examination, teaching and display in public. We also give approval for organ and bone marrow donations from living people. With the interests of the public and those we regulate at the centre of our work, we aim to maintain confidence by ensuring that human tissue is used safely and ethically, with proper consent.

Established under the Human Tissue Act 2004, we are an Executive Non-Departmental Public Body sponsored by the Department of Health and Social Care. The Authority's Chair and members are appointed by the Secretary of State for Health. The Chair and half of the members are lay, with the remainder being professionals drawn from some of the groups who are affected by the legislation. The Authority is supported by an Executive team of 50 staff.

The HTA has developed an ambitious vision and strategy for the next three years centred on achieving greater sustainability, agility and resilience in our operations. Since the onset of the COVID-19 pandemic, the HTA has brought forward a number of changes already identified in the Development

Programme. A key driver of the Development Programme is the HTA's aim to be a data driven regulator, strengthening the role data and intelligence plays in our model and the regulatory offer to the sectors and establishments we license.

The HTA is a member of both the [Business in the Community Race and Work Charter](#) and the [Disability Confident Charter](#). The HTA is committed to ensuring an inclusive and supportive working environment that is free from any form of discrimination. We recognise that there are real benefits of having a diverse community of staff and the HTA aims for our workforce to be truly representative of all sections of society. Additionally, we adopt a culture that hopes to attract and retain talented individuals that want to work with us.

Our CEO Allan Marriott-Smith states:

We at the HTA, stand together against all forms of discrimination and look to find opportunities for inclusion and collaboration in everything we do. The HTA does not tolerate racism or discrimination in any form, and our organisation is a place where all staff can feel safe, valued and heard.

We are an organisation that is proud of its diversity and how we support the communities we serve. We will listen to, and learn from, our staff and stakeholders as to how we can continue to grow as an inclusive and people-centric organisation.

We are all in this together, and here for one another.

HTA core values

The [HTA's values](#) are our shared beliefs about behaviours that are key to how we deliver against our objectives. Our values:

- will help us achieve our vision and strategy;
- shape the way we deliver our regulatory functions; and
- are integral to the way we interact with each other, professional stakeholders and the public.

They act as a powerful unifying statement about the way we intend to conduct our business:

- **Professionalism** – the high standards we apply in the conduct of our individual and collective responsibilities.
- **Respect** – a proper regard for the abilities and perspectives of others.

- **Expertise** – the skills, knowledge and experience we apply for the benefit of our stakeholders and each other.
- **Agility** – rapid and positive response to changes in the internal and external environment without losing momentum.

Job purpose

The Executive Assistant – SMT and Board Coordinator will provide full administrative and PA services to the Chief Executive Officer, other HTA Directors, the HTA Chair and the HTA Board.

The post holder, reporting to the Deputy Director, Strategy, and Corporate Services, will manage diaries for SMT and the Chair of the Board, ensuring that conflicts are resolved quickly and effectively.

The role holder will have full responsibility for the administration of Senior Management Team (SMT), Board, and Audit and Risk Assurance Committee meetings. The Executive Assistant will be responsible for ensuring all aspects of these meetings are managed effectively this includes: meeting logistics (and travel arrangements as required); agreement of agendas, commissioning and quality assurance of papers and pre-meeting briefing; minute taking; documenting agreed actions; and post meeting follow up.

The post holder will develop and maintain a constructive relationship with all relevant senior stakeholders.

The post holder will assist the CEO, Chair and Directors in ensuring they fulfil their administrative and governance responsibilities on a day-to-day basis.

Key tasks and responsibilities

- Provide administrative services to SMT, the HTA Board and ARAC (and other key committees as required) including diary management and all aspects of meeting management.
- To provide administrative support to the Board and ARAC and manage the effective delivery of Board business, including timing, logistics and the production of high-quality support materials tailored appropriately to decision making at this level.
- Prepare and manage the presentation of papers and the handling of Board business, ensuring papers are dispatched in a timely manner.

- Take minutes of Board and SMT meetings and maintain and actively manage a rolling action log ensuring that actions are followed up.
- Collate relevant information / data for papers and reports and prepare general presentation materials as appropriate.
- Manage and lead the continuous improvement of existing SMT arrangements to maximise the efficiency and effectiveness of time and resources.
- Take telephone calls for SMT and prioritise as required and provide backup cover for the main HTA switchboard.
- Organise travel, catering and room booking for SMT and Board members, and attend meetings.
- Produce and / or commission written briefings for the Chair in advance of Board meetings and key stakeholder events.
- Maintain positive relationships with Board Members including the management of appointments, and by direction of the Chair, the development of individual training and development plans and maintaining the register of interests.
- Respond to day-to-day enquiries from Board Members
- Act as the central co-ordinator for Board-related governance matters, ensuring that the HTA's standing orders are maintained and adhered to.
- Provide support for the HTA's accountability to the Department of Health and Social Care and to Parliament.
- To provide administrative support to the SMT meeting, Board sub-committees and on an ad hoc basis to other HTA groups and meetings as required.

Communications and working relationships

External contacts

HTA Licensed sectors, transplant community, professional organisations, patient organisations, the general public, media, Parliamentarians, Department of Health and Social Care, devolved assemblies, and other key stakeholders.

Internal contacts

Board Members, Senior Management Team, colleagues across the organisation.

Person specification

Essential Criteria

Education / qualifications

Degree level or equivalent work experience in providing senior level secretariat support.

Experience, skills and training

Experience of providing secretariat support at a senior level in a professional environment and ensuring high quality (error free and Plain English) materials.

Excellent communication and presentation skills

Experience of building relationships and working effectively with senior Executive and Board level stakeholders

Ability to work independently and engage others across the organisation

Strong interpersonal skills, with sound judgement, tact and diplomacy

Excellent organisational skills and the ability to focus and prioritise tasks to meet deadlines

Experience of organising and supporting meetings, and events to a high standard

Excellent knowledge of MS Office programmes, including Word and Excel

Desirable Criteria

Ability to take the initiative and originate actions appropriate to the role and operating level

Experience of project management tools and processes

Knowledge or experience of working in an arm's length body

To view live opportunities please view our [website](#). If you are interested in this role, please apply via [NHS Jobs](#) and reference the job title and job reference number before the closing date 07 May 2021.

Interviews will be held week commencing 17 May 2021.

For more information, please contact Human Resources on recruitment@hta.gov.uk.

The HTA is an equal opportunities employer. If you require additional support, to access the recruitment process, please let us know.

www.hta.gov.uk

Please note: The HTA is required to check employment history covering five consecutive years. You MUST give details of two different referees even if you were employed in one company for five years or more.

Please note that the HTA is not part of the NHS Guarantee Interview Scheme (GIS).