



Post: Executive Assistant to Chief Operating Officer
Reference: TG2523
Band: 3L
Department: Director's Office
Hours: Full time
Contract: Permanent
Reporting to: Chief Operating Officer
Location: Millbank, London

Background

Tate's vision is to champion the right to art for everyone and to serve as artistically adventurous and culturally inclusive art museums for the UK and the world. We do this through activities in our four galleries across the UK (Tate Liverpool, Tate St Ives, Tate Britain and Tate Modern), our digital platforms and collaborations with our national and international partners. At the heart of Tate is our collection of art, which includes British art from the 16th century to the present day, and international modern art from 1900 to the present day.

The Director's Office is complex, fast-moving and sits at the centre of Tate. It supports the Director, the Chief Operating Officer (COO) and Head of Director's Office in leading the organisation through the development, coordination and delivery of Tate's overall vision and strategy. The Director's Office also manages the processes of corporate governance, leads on policy development and coordinates internal and external relations.

You can find further information about Tate on our website: www.tate.org.uk

Purpose of the Job

To provide the COO with comprehensive administrative and operational support in a proactive and timely way, accommodating rapidly changing priorities often in a highly pressured environment.

This post requires a high degree of personal judgement about how to support the COO's demanding schedule. It requires tact, diplomacy and a strong sense of confidentiality. It is primarily a desk-based role and requires a very high level of attention to detail, excellent written skills and a high degree of comfort and experience with IT based systems and processes.

Main Responsibilities

- Complex diary management; including coordinating internal and external multi-stakeholder meetings, scheduling calls, logistics planning for group meetings, workshops and gatherings, and preparing relevant briefing materials.
- Manage incoming calls, emails and invitations. Pass on, prioritise and respond to incoming communication to the COO, giving daily updates on what needs to be answered, scheduled or noted.

- Offer a well-informed first point of contact to the COO, providing information and advice to both internal and external stakeholders ensuring matters are handled confidentially, sensitively and in a timely manner and cascading information to team members as necessary.
- Maintain a suitable electronic filing system and ensure the right level of monitoring and reporting is in place to support the COO.
- Organise international and national travel, including booking transport and accommodation, coordinating and maximising travel itineraries and securing visas.
- Proactive preparatory work for meetings, ensuring the necessary information and detail is sourced in a timely manner from colleagues and other sources. In doing so, ensuring clarity on objectives, and that meetings are attended by appropriate colleagues.
- Prepare agendas and attend meetings to take minutes as required, maintain an action tracker and ensure prompt follow up.
- Provide project support as required, including undertaking desk research, developing scoping documents, writing copy and drafting presentations.
- Work closely with the COO to develop relationships with external contacts, including Government representatives and Trustees.
- Lead on the financial management of the Director's Office budget, specifically by maintaining the expenditure log, reconciling expenses, assisting with budget setting and reforecasting, rigorous checking of monthly financial reports, and managing end-of-year procedures.
- Liaise with Facilities and Technology regarding general facilities management, including cleaning, security and building maintenance and oversee the maintenance of office equipment and resources, as well as stationery and kitchen supplies.
- Maintain attendance, annual leave and travel records for all managers reporting to the COO.
- Build a strong collegiate network across Tate, facilitating collaborative working across Tate overall.
- Work closely with and provide support and cover for other Assistants in the Director's Office.

Summary of Terms and Conditions of Employment

Type of Contract

This appointment is offered on a permanent contract.

Working Hours

This post is offered on a full-time contract working 36 hours per week – Monday to Friday.

Salary

An appointment to this post will be made at the minimum of the band at £33,106 per annum.

Annual Leave and Public Holidays

Annual leave is 25 working days per annum rising to 27 working days per annum after three years' service. In addition, we offer paid time off for the 8 public holidays and 1 Tate day (on 24 December when the galleries are closed).

Pension Benefits

An important part of the pay and reward package Tate offers employees is the option to join the Civil Service Pension arrangements. These arrangements currently offer a choice of two types of pension:

- **Alpha.** This is a defined benefit occupational pension scheme that currently has a member contribution rate which ranges from 4.6%-8.05% dependent on your salary. As your employer we meet the rest of the cost of the scheme. Further information about this can be found at www.civilservicepensionscheme.org.uk
- **Partnership** pension account. This is a stakeholder pension with a contribution from ourselves. How much we pay is based on your age. We pay this regardless of whether you choose to contribute anything. You do not have to contribute but, if you do, we will also match your contributions up to 3% of your pensionable earnings. The contributions are in addition to the age-related contribution mentioned above.

If you have previously worked for an employer who participated in the Civil Service Pension scheme or other Public Service pension schemes different conditions may apply.

Other Discretionary Benefits

- Interest-free Season Ticket Loan.
- Cycle to Work scheme – enabling you to buy a bike in a tax efficient way, for travelling to and from work.
- Rental deposit scheme – an interest free advance to help towards the cost of a deposit for privately rented accommodation
- Subsidised staff catering arrangements and discounts in the Tate Restaurants and Cafes.
- Access to Tate Benefits which offers access to discounts in high street stores.
- Access to a 24/7 Employee Assistance Programme to support you with any work, personal or family issues. This includes telephone-based support, as well as comprehensive online resources.
- Free entry to paying exhibitions at Tate Galleries. Opportunities for family and friends to visit the major exhibitions out-of-hours.
- Discounts on items purchased in the Tate shops.
- Free access to a number of other galleries and museums throughout the UK on production of a valid staff pass.

Safer Recruitment

Tate is committed to providing a safe environment for all those who work at Tate and all those who come into contact with Tate as visitors to the galleries, as participants in Tate activities, and online. The safe recruitment of all those who undertake work on behalf of Tate is the first step to ensuring that we are fulfilling this commitment.

All positions at Tate are offered subject to the following conditions:

- Receipt of satisfactory references covering the last 3 years of your employment or education.
- Health clearance
- A satisfactory Disclosure Check.
- Proof that you are legally entitled to work in the UK

You can find out more information about our pre-employment checks and what they mean for you in our 'Guidance Notes for Applicants' document.

Diversity and Inclusion

Our aim is to become a truly inclusive organisation with a workforce and audience as diverse as the communities we serve. This is fundamental to Tate's future success and our ability to continue to contribute to culture and society in the UK.

We want our workforce to be more representative of all sections of society at all levels in the organisation. The range of perspectives and experience diversity brings is an asset to our organisation and we want to create an inclusive, welcoming environment for visitors, artists and all those who work at Tate. Tate expects all employees to contribute to this aim as part of their role. More information about diversity and inclusion at Tate can be found on our [website](#).

How to apply

Our opportunities are open for you to apply online. Please visit:

www.tate.org.uk/about/workingattate/ to create an account by registering your details or, if you are an existing user, log into your account. For all opportunities we ask candidates to complete an online application form for the vacancy they are interested in. If you need an application form in an alternative format please call us on 020 7887 4997. Once you have submitted your application you can keep track of its progress by logging into your account.

The closing date for the submission of completed application forms is **Tuesday 10 December 2019 by Midnight**. Interviews will be held week commencing **13 January 2020**.

Our jobs are like our galleries, open to all.

