



**Post:** PA to the Director (admin)  
**Reference:** TG2503  
**Band:** 4L  
**Department:** Directors' Office  
**Contract:** Permanent  
**Reporting to:** Executive Assistant to the Director  
**Location:** Tate Britain, 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 16<sup>th</sup> century to the present day, and international modern art from 1900 to the present day.

The Directors' Office is complex, fast-moving and sits at the centre of Tate. It supports the Director, the Chief Operating Officer (COO) and Head of Directors' Office in leading the organisation through the development, coordination and delivery of Tate's overall vision and strategy. The Directors' 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](http://www.tate.org.uk)

## **Purpose of the Job**

To work with the Executive Assistant to the Director (EA), and to their direction, to provide the Director with comprehensive administrative support in a proactive and timely manner, often drawing on your own knowledge and judgement of the Director's requirements.

The role requires a high degree of confidentiality and experience of working with an autonomy to meet the Director's needs.

The role focuses on dealing with the Director's considerable administrative requirements in order that she is well prepared to deliver her diverse leadership duties. It is a primarily desk-based role and requires a very high level attention to detail, excellent written skills and a high degree of comfort and experience with IT-based systems and processes.

## **Main Activities/Responsibilities**

- Proactively handle day-to-day administration within the Directors' Office for the Director.
- Prepare daily and weekly information with a strong forward planning ethic including; preparing a week ahead briefing pack; gathering briefing notes from other departments; printing papers as required.

- Room bookings and preparation of meeting spaces including refreshments, AV requirements and meeting and greeting guests as required.
- Organise travel undertaken by the Director including booking flights, accommodation, arranging visas and produce travel packs/itineraries that include notes and research about destinations, especially current exhibitions and other cultural activities.
- Undertake background research about topics, destinations and London-wide gallery and museum activities; prepare PowerPoint presentations to briefs provided by Director or speechwriter, type up notes as required for speeches and talks.
- Maintain an evolving collection of images and PowerPoint presentations for the use of the Director and the COO.
- Receive and process all Directors' Office correspondence following Tate's public record requirements.
- Autonomously draft letters, following a brief, for a wide variety of Director's correspondence including but not limited to replies to artists and their estates; letters from fellow museum professionals; letters from the public; condolence letters and honours nomination letters. Be responsible for forwarding correspondence to relevant colleagues as required.
- Take primary responsibility for the reconciliation of the Directors' Office procurement cards; Director's expenses, invoices; managing financial approvals in support of the Director.
- Manage the Gifts and Hospitality Log and the Conflict of Interest Log for the Director.
- Filing on behalf of the Directors' Office, in line with Tate's procedures.

#### **Deputising/general working practice**

- Deputise for the EA to the Director, PA to the Director and PA to the Chief Operating Officer, as required. In the absence of the EA, proactively respond to any urgent incoming issues that require the Director's attention.
- Build a strong collegiate network across Tate, facilitating collaborative working across the organisation.
- Actively engage with Tate's vision and promote its values.
- Work as part of a team in the Directors' Office, giving the Director the best possible overall support.
- Any other tasks as required and directed by the EA and Director.

## **Person Specification**

### **Essential**

- Excellent written communication and a very high level of attention to detail.
- Resourceful and able to employ a positive, creative problem solving attitude to work.
- Experience of managing online financial and administrative systems efficiently and swiftly.
- Task-orientated and able to prioritise own workload effectively.
- Experience of managing complex travel and event itineraries.
- Proactive and flexible in order to deal with changing priorities within the Directors' Office.
- Ability to research, digest, analyse and present material clearly and concisely.
- Employ a high level of discretion and political awareness using tact and diplomacy when necessary.
- Strong communications skills, both oral and written. The ability to communicate effectively with a wide-range of people from diverse backgrounds.
- Able to cope with the pressure of managing the demands of a high volume of work and meeting deadlines.
- Self-motivated and have the ability to work independently.
- Experience of working in a busy administrative/creative environment.
- Very high level of competency and fluency of Microsoft Office software package and able to work on both PC's and Mac's.
- Interest and passion for working for art galleries and Tate in particular.

### **Desirable**

- Experience of working with the Unit4 finance and CTM travel agency systems.

## **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

This post is graded on Band 4L of the Tate pay scales.

An appointment to this post will be made at the minimum of the band at £26,959 per annum.

A review of pay is undertaken annually at Tate through negotiation with the recognised trade unions. Any increases to individual salaries, will be subject to the terms of Tate's annual pay settlement and will be applied from 1 April.

## 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](http://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/](http://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 **27 November 2019 by midnight**.

*Our jobs are like our galleries, open to all.*

