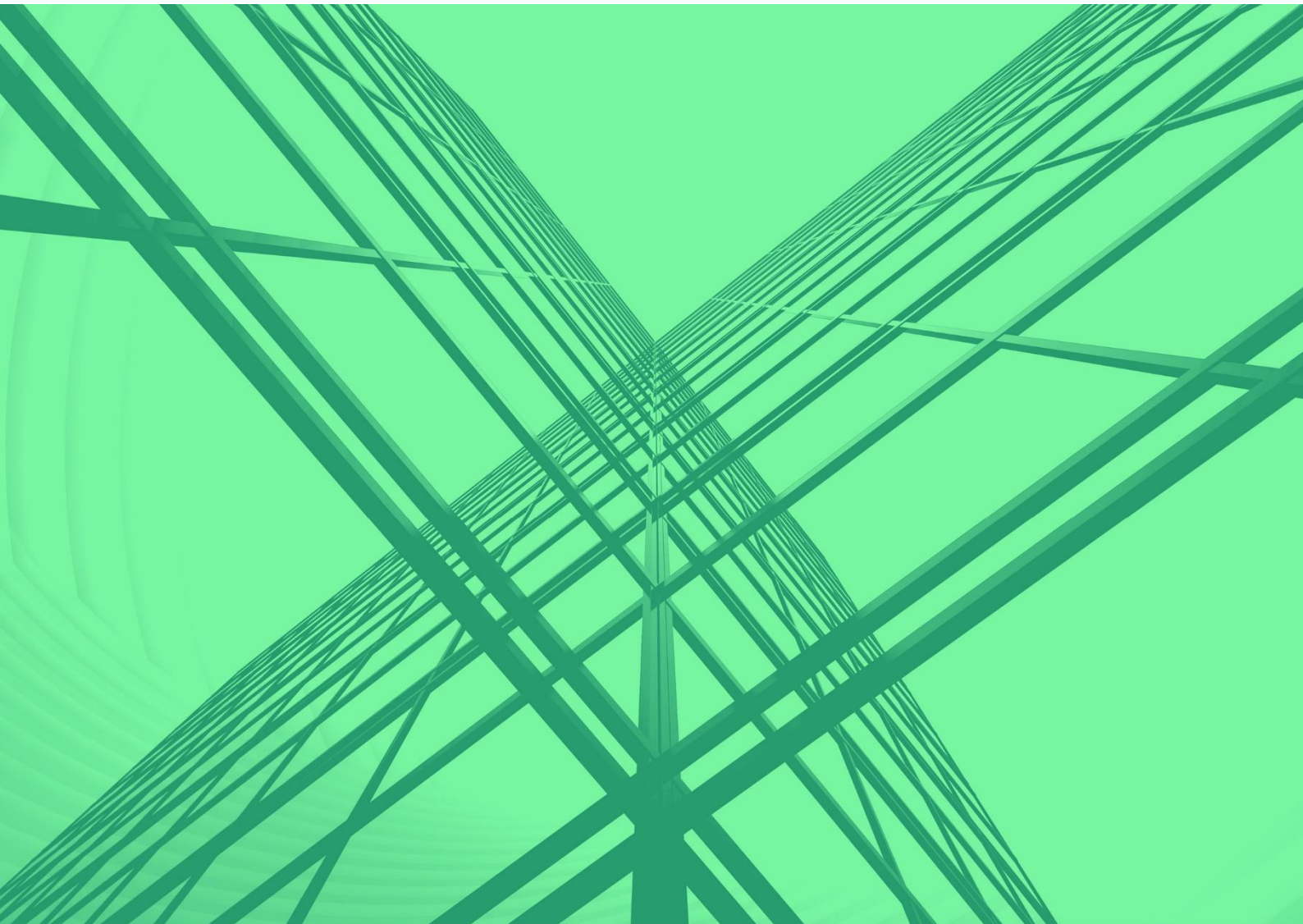


Committee/Panel Support Executive (Secretariat Executive)

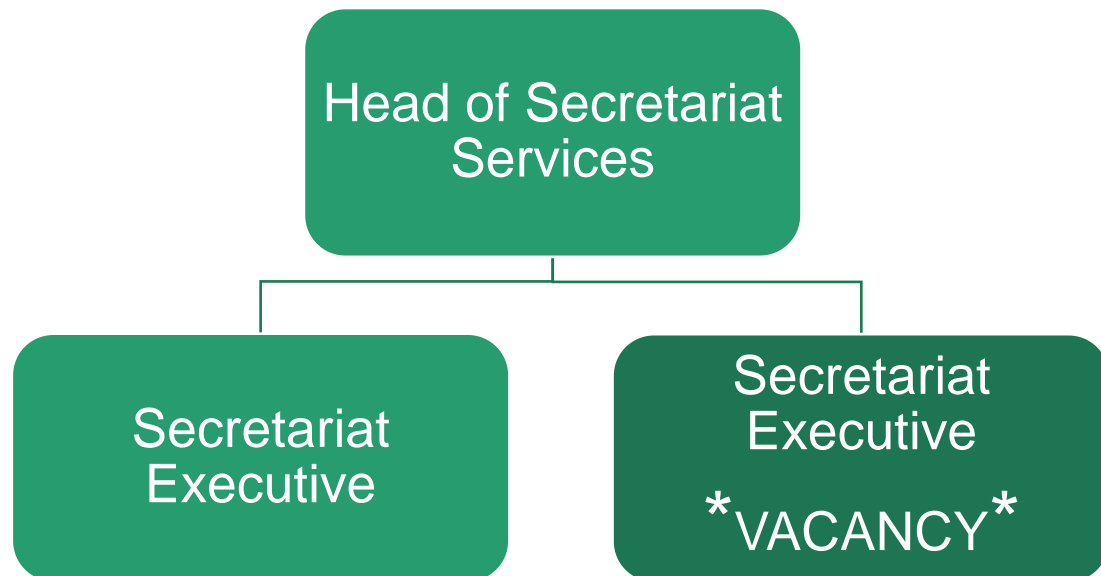
CANDIDATE PACK

Fixed term contract for 10 months starting February 2023
35 hours per week



The Secretariat Services Team

Our Secretariat Services team are a small team of 3, the 2 Committee/Panel Support Executives (Secretariat Executives) report to the head of department.



The role requires excellent organisation and communication skills. In addition to the secretariat duties of the role, you will need to work with a number of volunteers and internal stakeholders to support the production of a series of activities, such as publishing of articles, blogs and running grants, awards and competitions.

You will be required to monitor the awards, grants etc and provide input into marketing plans to simulate applications. Additionally, we need to develop relationships and work with several other internal departments, such as events and marketing.

The department is a small and the team work together to support each other, we are a relaxed, approachable and friendly group.

Why work for the Institution?

Working for the Institution of Structural Engineers is an opportunity to learn, develop and make a difference.

Join our team of approximately 65 employees and help support our vision to lead, support and nurture the development of structural engineering worldwide.

Our head office is only a short walk from Barbican, Old Street and Farringdon. It's bright, modern and open-plan, supporting a collaborative environment.

We pride ourselves on the flexibility we can provide to our staff and offer a wide variety of benefits to enhance your work life balance and wellbeing as detailed later in this pack.

To thrive with us, bring:

- An open-minded and flexible approach. Enhance our diverse and inclusive team.
- A creative attitude to work. Help us strengthen and improve in a workplace where you are encouraged to innovate and share new ideas.
- Enthusiasm and commitment. Provide our members with the best service possible to maintain our worldwide respected status.
- A friendly and communicative approach. Fit in to our small organisation where staff know each other well and strive to work collaboratively.
- The ambition to take on new challenges. We always look to the future to embrace change, so we continue to evolve.

For more information, please read on :

Full job description and person specification pages 4-7

Salary and package details page 8

How to apply page 9

More about us :

Our organisation, governance and values page 10

Organisational Structure page 12

Job description and person specification

1. Job details

Job title:	Committee/Panel Support Executive (Secretariat Executive)
Contract:	Maternity cover for 10 months, starting February 2023
Reports to:	Head of Technical Secretariat Services
Date:	November 2022
Location:	The Institution's HQ, London or elsewhere as reasonably required.

2. Job purpose

To provide proactive secretarial support to assigned Institution technical committees, panels, task groups and study groups, ensuring the smooth running of all meetings and delivery of agreed actions.

To manage and support the assigned technical panels and committees in the delivery of objectives, such as, conferences, lectures, awards grants and blogs that support the Institution and departmental strategy.

To proactively work with key stakeholders, such as volunteers and internal departments, to achieve the Institutions business objectives and strategic goals.

To provide general administrative support to the Technical Secretariat team.

3. Role and responsibilities

1. Through the panels and/or committees manage a series of activities or outputs to deliver agreed objectives aligned to strategic goals.
2. Manage and undertake the role of secretariat to assigned technical panels and/or committees, ensuring all documentation is collated and presented in a professional way in accordance with Institution brand guidelines and templates.
3. Provide administrative support to assigned panels and committees, particularly to the chair, to facilitate the smooth running of all meetings.
4. Develop and maintain strong relationships with members to ensure all action points arising are followed through to completion by set deadlines, supporting in the delivery of their outputs where needed.

5. Work in collaboration with internal departments (e.g. Marketing, Events etc.) to ensure activities are progressed, including maintaining records and carrying out basic research within defined parameters.
6. Proactively manage and monitor workflows and establish appropriate recording and reporting mechanisms to ensure objectives are met.
7. Provide general administration support to the Technical Secretariat team including undertaking specific delegated tasks, and supporting departmental events and meetings held at the Institution as required.
8. Coordinate overall responsibility for the department email inbox, responding to queries in a professional and timely manner and escalating issues as necessary.

4. General responsibilities

1. Network and build positive working relationship, attending events and meetings as required.
2. Attend and proactively input into team meetings. Make suggestions for improving processes, systems etc. which support the efficiency and progression of the department and the Institution.
3. Assist and support all activities run by the Technical Secretariat team.
4. To act in accordance with Data Protection laws and pro-actively focus on the quality of data in their own department
5. Comply with all Institution Policy and Procedures.
6. Any other reasonable ad hoc duties as requested.

5. Communications and working relationships

1. All members of the Institution.
2. Panel and committee members.
3. All employees of the Institution.
4. Other engineering related organisation and professional bodies.

6. Knowledge, skills and experience required

Criteria	Essential/Desirable
<u>Qualifications and Knowledge</u>	
Educated to degree level or vocational equivalent, with a particularly high level and understanding of the English language.	E
A knowledge and understanding of GDPR and Data Protection and its application.	E
An understanding of membership organisations or professional bodies.	D
Exposure to engineering or a field of STM (scientific, technical, and mathematical).	D
<u>Skills</u>	
Excellent written and oral communication skills with the ability to present and explain detailed information clearly and succinctly.	E
Numerate, quickly able to understand basic budgets and equations	D
Excellent organisational skills with a proactive approach to monitoring and progressing workstreams.	E
Able to work independently with minimal supervision and with a systemised/methodical approach to managing multi-stream and complex workload with the ability to work under pressure to meet tight deadlines.	E
Excellent interpersonal skills with a professional approach to work, colleagues, members of the Institution, volunteers and external contacts.	E
Attention to detail, accuracy and ability to check detailed information, able to critique own work and the work of others.	E
Persuasive and influential, able to build and develop professional networks to promote the Institution's activities.	E
Flexible and resourceful and able to work in a small team and collaborative to work with other departments.	E
Time management and working with conflicting deadlines.	E
IT Skills:	
Word/Outlook/Excel and PowerPoint to Intermediate standard	E
<u>Experience</u>	
Acting as secretary to committees or similar with direct experience providing full secretariat service.	E
Writing letters, minutes and reports in a confident manner, ideally gained by being part of a committee or similar.	E
Administration experience ideally gained from working in a not for profit organisation/institution or similar.	E
Working in a professional environment where deliverables are sought from volunteers.	D

Criteria	Essential/Desirable
<u>Other</u>	
The job holder may be required to work out of hours on occasion to support events.	

This job description does not form part of the contract of employment and may be subject to change.

Salary and package details

Salary: £29,000 - £32,000 per annum FTE subject to experience
(pro rata to length of the contract)

Contract: Full time – 35 hours a week within a flexi-time system

Benefits: The Institution offers a range of non-contractual discretionary benefits including:

Benefits on commencement:

- Life Insurance (death in service benefit)
- Eye care and glasses- eye tests paid for and contribution towards any glasses specific for DSE use
- Access to some parts of the employee assistance programme (UNUM Lifeworks)
- Pension- can join the pension scheme from any date after commencement in Tier one (employer 5%, employee 3% minimum contributions)
- 25 days paid annual leave pro rata plus bank holidays and flexi leave

Benefits from three months:

- Pension- automatic enrolment in Tier one: employer 5%, employee 3% minimum contributions
- Pension- you can request to join Tier two: employer 8%, employee 5% minimum contributions
- Full pay sickness absence up to 65 days in a 12-month rolling period
- Income protection insurance: you may be eligible for this support if you are absent due to sickness for a continuous period of 13 weeks or more, subject to acceptance of the claim
- Full access to our employee assistance programme (Lifeworks)
- Full access to additional health services (e.g. counselling, physio, virtual GP) via an app-based service (Help@hand)

On successful completion of a 3-month probation period, you will be eligible to the following optional benefits:

- Private medical insurance (PMI) currently provided by AXA (voluntary and subject to tax and NI)
- Health cash plan, currently provided by BUPA (voluntary and subject to tax and NI)
- Reimbursement of an agreed and appropriate Membership subscription
- Paid parental leave at rates of pay higher than statute, subject to service requirements as per the current policies

How to apply: the recruitment process

Please submit an up-to-date CV and cover letter demonstrating how you meet the knowledge, skills and experience required for the role as described in the job description. The cover letter should be no more than 500 words.

To apply please send your CV to hr@istructe.org

On receipt, your application will be sifted by the recruitment panel and assessed against the criteria for the role. All successfully shortlisted candidates will be contacted by telephone and invited for interview. We reserve the right to close or extend this position depending on application numbers. Therefore, we would urge candidates to apply as soon as possible.

If you have not heard from the Institution within two weeks of your application, it is with regret that you have been unsuccessful on this occasion. Due to the volume of applications we receive we cannot write to all applicants.

Applicants must possess a current right to work in the UK.

The Institution does not hold a visa sponsor licence, therefore, applicants who do not have the right to work in the UK and/or require visa sponsorship in order to continue working in the UK cannot be considered.

The selection process will consist of a job-related assessment followed by a virtual interview with the manager for this post and a member of the Human Resources Team. The interview will comprise of competency questions designed to test your skills and experience required for this role. It also gives you the opportunity to ask any questions you may have about the role, the team or the Institution. The second stage of the selection process will be a face-to-face interview.

We want to support you. If you require any reasonable adjustments during our recruitment process, this could be for the application, assessment and/ or interview, please let us know as soon as possible so that adequate provisions can be made for you.

The Institution of Structural Engineers

With over 32,000 members working in 105 countries, we are the world's largest membership organisation dedicated to the art and science of structural engineering.

The Institution is an internationally recognised source of expertise and information concerning all issues that involve structural engineering and public safety within the built environment.

The core work of the Institution is to support and protect the profession by upholding professional standards and acting as an international voice on behalf of structural engineers.

Governance

The Institution of Structural Engineers is governed under its Royal Charter, bye-laws and the applicable regulations.

The Institution Council consists of the President, Vice-Presidents, past Presidents, representatives of regional groups and members who are elected for a period of three years. The Institution is supported by an executive of 65 staff. The Board is the governing body of the Institution. Its members are the Institution's Trustees.

Our values

We strive towards a structural engineering profession that is built on competence, accessibility, and community.

Competence

Championing competence is at the core of everything we do.

We offer a wide range of opportunities for our members to develop, refresh and extend personal competencies. We also help members specialise by offering tailored courses, resources and specialist qualifications.

Accessibility and diversity

We are committed to making the structural engineering profession more accessible. We are constantly reviewing our routes to membership to provide flexibility in the process, offering more choice for all our candidates.

We value diversity and the perspectives people from different backgrounds bring to the engineering profession. We work with other professional bodies and our members to identify and remove barriers to anyone becoming a structural engineer.

Community

We work to create an international community of structural engineering excellence, facilitated by our digital platforms, Regional Group activity and networks of special interest.

For more detailed information about the Institution please visit our [website](#).

Our Work

Climate Change

The climate emergency is the greatest threat to our planet. Structural engineers have a responsibility to help mitigate its effects by changing the way buildings and infrastructure are designed, commissioned and constructed. The Institution, our [Climate Emergency Task Group](#) and [Sustainability Panel](#), supports these vital efforts through its role as an international centre of knowledge, sharing information and opinion with its membership and beyond.

Resilience

The Institution support the efforts to build [resilient](#) communities- taking measures to avoid, reduce, resist and aid recovery from extreme events including Tsunamis, flooding, explosions and seismic events. Our [Humanitarian and International Development Panel](#) as well as our [Seismic and Dynamic Events Panel](#) includes experts from regions around the world. They help structural engineers confront the challenges faced by the poorest and most vulnerable people and progress activities to support the development and understanding of seismic and resilient design.

Safer Structures

Structural engineers consider the safety of structures from design and construction through to operation and demolition, in accordance with local legislation. The [Institution of Structural Engineers](#) along with [CROSS](#) investigates failures and near misses (including [Grenfell](#)) in order to share knowledge and insight to Structural Engineers to avoid any potential or future disasters.

Young Members

IStructE is committed to ensuring the profession of Structural Engineering is accessible to everyone. We offer tailored visits, events and networking opportunities to our [young members](#) to help them get support at a crucial time in their career. Our values extend to our work in [education](#) that encourages young people from diverse backgrounds to choose and access structural engineering careers.

Support

Our [Benevolent Fund](#) offers support to current and former IStructE members and their dependants going through tough times who may need financial support. Partnered with Anxiety UK, our members will also be able to quickly access therapeutic support if needed and have access to a range of learning materials to support managers and their staff on mental health awareness.

Organisational Structure

See separate spreadsheet for template

