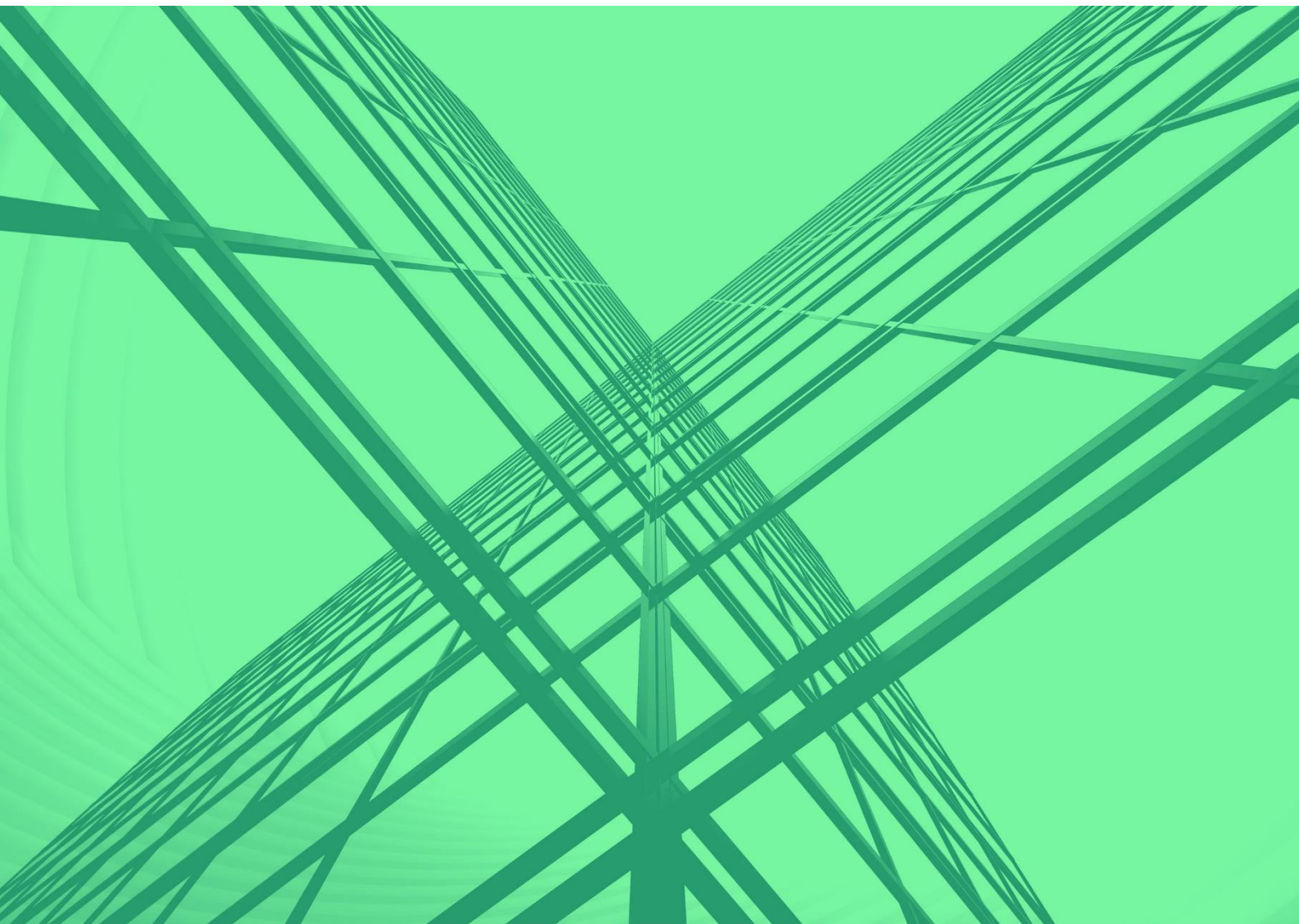


Secretariat Executive

CANDIDATE PACK

Part Time

21 hours per week over 3 consecutive days

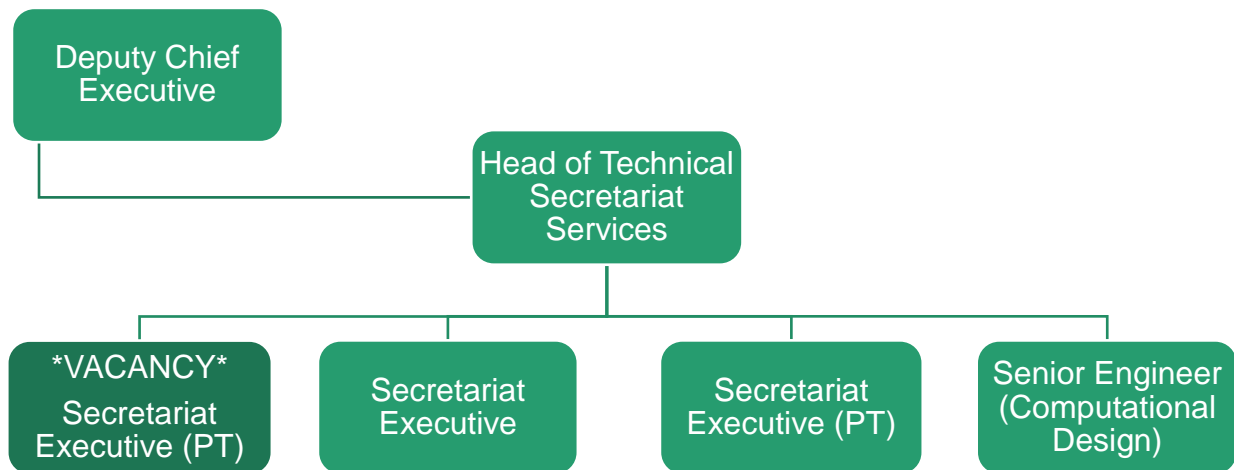


Please Note:

► Advertised as 'Committee Support Executive'

The Technical Secretariat Services Team

Our Technical Secretariat Services team currently comprises of 5 staff (3 full time and 2 part time) that report into the Deputy Chief Executive.



As a team they support over **16** committees, panels, special interest groups and technical study groups. All of which are made up of members who volunteer their time, and all have their own focus within the profession of structural engineering. Working with these members, the team also support the production of guidance, surveys, conferences, seminars and publications; ensuring that our wider membership base is updated with latest developments.

The team also have a yearly programme of technical conferences and evening lectures held at the Institution. It's imperative that everyone works collaboratively, both within the Technical Secretariat team and with wider teams of the Institution, to ensure these events go ahead without any issues and that they are effective.

The key to success for the secretariat to their assigned committees etc., is to form strong relationships with the members and chair to ensure that all meetings run smoothly, and that any agreed actions are delivered.

A strong administrative background will stand you in good stead along with exceptional organisation skills in order to take on the multiple aspects required for this role.

We also encourage staff to think proactively beyond their role, to identify products or services that could develop our members further.

This is an exciting opportunity to really feel that you make a difference.

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 4-6

Salary and package details page 7

How to apply page 8

More about us :

Our organisation, governance and values page 9

Organisational Structure page 10

Job description and person specification

1. Job details

Job title:	Secretariat Executive (Part time – 0.6 FTE)
Reports to:	Head of Technical Secretariat Services
Date:	November 2019
Location:	The Institution's HQ, London or elsewhere as reasonably required.

2. Job purpose

To provide full 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 guide and support the assigned technical panels and committees in the delivery of objectives, such as lectures, grants, 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. Carry out 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.
2. Provide administrative support to assigned panels and committees, particularly to the chair, to ensure the smooth running of all meetings.
3. 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.
4. 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.
5. Proactively administer and monitor workflows and establish appropriate recording and reporting mechanisms.

6. 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.
7. 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. Comply with all Institution Policy and Procedures.
5. 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
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

Criteria	Essential/Desirable
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
Experience	
Acting as secretariat 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
Other	
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: circa £28,500 p/a FTE subject to experience (pro rata for part time hours)

Contract: Part time – 21 hours a week over 3 consecutive days within a flexi-time system

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

From the join date:

- 23 days annual leave p/a plus bank holidays, rising with service; pro rata annual leave and bank holidays for part time hours
- Life Insurance – death benefit subject to scheme eligibility rules

From the successful completion of the probation period, whilst provided at the Institution's discretion, may be subject to scheme eligibility rules:

- Participate in the Institution's pension plan arrangements
- Private Medical Insurance
- Health Cash Plan
- Permanent Health Insurance
- Season Ticket Loan
- Reimbursement of one membership subscription to an agreed appropriate professional association, including this Institution.

The Institution reserves the right to exercise its discretion to amend or withdraw any or all of the above benefits.

How to apply; the recruitment process

Applicants should submit an up to date CV and cover letter demonstrating how they meet the knowledge, skills and experience required for the role as depicted in the job description.

All applications should be submitted through [Webrecruit](#).

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 on a permanent basis.

The selection process will consist of a job-related assessment followed by a face to face interview with the Head of Technical Secretariat Services 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.

A second interview or assessment may be applicable.

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](https://www.istructe.org).

Organisational Structure

