Based in Edinburgh, the Scottish Further and Higher Education Funding Council (SFC) is the national, strategic body that is responsible for funding teaching and learning provision, research and other activities in Scotland's 26 colleges and 19 universities and higher education institutions.

**PA to the Director**

*Salary in the range (E1): £25,638 - £30,120 per annum (1.0 FTE)*

Reporting to the Director / Deputy Director, one of the key areas of responsibility for this post on appointment will be to understand the strategic objectives of the Director and use this knowledge to help them make best use of their time. Key tasks will include managing the Director’s diary and mailbox; supporting the flow of information between the Director, their directorate, and the Senior Management Team; and providing ad hoc project and administrative support to the Director and their leadership team. It will require anticipating workload and ensuring appropriate support (i.e. the provision of agendas, papers and briefings). Other aspects of this post include ensuring business processes are adhered to, supporting business improvement activity and working collaboratively with other business support staff including mutual cover as required.

You must demonstrate experience of supporting senior staff in a similar environment, specifically experience of diary management (including virtual meetings), travel arrangements, and managing a busy mailbox. You will have effective communication and team working skills as well as the ability to interact well with staff at all levels in the organisation. Excellent organisation and planning skills, including the ability to work creatively to solve problems and manage competing priorities are also essential.

You will also have a good working knowledge of a variety of IT systems (particularly MS Office products), an ability to exercise initiative; a highly developed eye for detail and accuracy; and a proactive, resilient and flexible approach. Previous experience of the Scottish Government, public sector bodies, or the further or higher education sectors would be an advantage.

SFC is a friendly welcoming team and believes it is at its best when its work is informed by different perspectives. We are therefore keen to receive applications from talented individuals from all walks of life. Applications from black and minority
ethnic candidates, candidates with disabilities, and applications from 16-24 year olds are encouraged.

This role is normally based in our Edinburgh office near Haymarket station. All SFC staff are currently working from home for the time being due to the pandemic. When the restrictions are lifted we will return to using our office, but there will be some flexibility for home-based working.

We will consider flexible working for this position.

Please apply by submitting an SFC application form. (We do not accept CVs).

Application and equality monitoring forms, together with further details on the vacancy are available from our website.

The closing date for applications is 9am on Tuesday 18 January 2022. It is intended that remote first stage interviews will take place between 27 January and 1 February 2022, with possible second stage interviews taking place between 3 and 9 February.

*Committed to equality of opportunity*