

SIAS Executive Assistant Vacancy

Are you interested in joining one of the fastest growing Awarding Organisations in our sector and working with us as we embark on a journey of growth and development?

Our people are our business, and their incredible commitment to SIAS, and to the mission which defines us, empowers us to deliver the very highest quality solutions. At SIAS our culture is everything, and our values shape every decision we make and action we take.

We are obsessed with being the best and thrive on creating a positive impact through challenging the status quo to drive meaningful change. We love to innovate, and we've created an environment where disrupting traditional norms isn't just encouraged—it's expected!

We operate with a sense of urgency and intensity which is unique, we get things done so we can deliver an exceptional everything.....this dynamic environment fuels every team member to be empowered to contribute to our collective success with agility and purpose, a togetherness built around a shared commitment to excellence.

SIAS has an exciting opportunity for an Executive Assistant (EA) to the Managing Director to provide comprehensive administrative and operational support to the MD. The role requires a high level of discretion, strong organizational skills, and the ability to manage competing priorities in a fast-paced and dynamic environment.

Remuneration Package

- Salary circa £29,500 per annum dependent on experience
- Full time permanent role
- Pension – employee contribution 6%
- Life Assurance
- 28 days holiday plus 8 bank holidays (FTE)
- Opportunity to buy-back 5 extra days annual leave (FTE)
- Optional Private Health Care package
- Hybrid working (minimum of 2 days in Warrington office)
- Employee Assistance Programme
- Bonus Scheme
- Aspire Values Award Scheme
- Annual Values Awards
- Long Service Awards
- Annual Company Events
- Gym Discount



- Access to Training & Development Opportunities

Key Accountabilities

Executive Support:

- **Calendar & Diary Management:** Proactively manage and coordinate the MD's complex calendar, including scheduling meetings, appointments, and events, ensuring priorities are aligned with organizational objectives.
- **Meeting Coordination:** Organize and prepare materials for meetings, including agendas, presentations, and reports. Ensure the MD is fully prepared with background information for all meetings and events.
- **Travel Arrangements:** Plan and arrange travel, including accommodation, itineraries, and transportation
- Act as the first point of contact for internal and external stakeholders, filtering and prioritizing communication, and responding on behalf of the MD when appropriate. Ensure that all communication is professional, timely, and in line with the organization's values.
- Handle sensitive information with the utmost confidentiality and discretion.
- Process MD monthly expenses and track/report on expenditures.
- Assist the MD and senior leadership team with strategic initiatives- this may include supporting the development of policies, preparing reports and agendas.
- Support stakeholder liaison- liaise with senior stakeholders, both internal and external, including regulatory bodies, training providers and centres. Maintain relationships and assist the MD with communication and partnership development.
- Support SIAS administrator to provide first level customer service for customers and internal enquiries via telephone, e-mail, and teams.
- Support cross functional projects- this may include organizing workshops, webinars and stakeholder consultations.
- Support operations recruitment including liaising with HR to confirm all requirements have been completed.
- Meeting Support and minute taking at key meetings such as SIAS Board, National Advisory Committee and Business function meetings. Ensuring accurate and concise records are produced and meeting minutes are distributed in a timely manner.
- Support SIAS administrators' day-to-day activities on a business need basis and during periods of absence/annual leave.
- Support projects for SIAS in key areas of growth and development as required.
- To provide support to all customers on EPA and Centre systems
- To provide support to EPA and Centre Managers with EPA customer reports and re-approval lists for Centres.
- To provide guidance to potential new Centres on application and approval processes.



- To work to the highest level of quality and integrity, remaining compliant with all SIAS policies and processes.

Key Performance Indicators

- Ensure 100% accuracy in scheduling MD's meetings, with no scheduling errors or double bookings within a quarter. Performance in handling unforeseen changes, emergencies, or urgent situations that require quick thinking and adaptability
- Compliance with internal and external deadlines for tasks such as updating records, preparing reports, delivery on agenda's and supporting external assessments/audits by e.g. Ofqual.
- The ability to manage workload and handle multiple projects or tasks efficiently without delays or backlogs. Proven problem-solving skills with an ability to resolve issues before they escalate, contributing to smooth operational delivery.
- Contribution to broader organisational goals, such as supporting the launch of new qualifications, and active identification and implementation of new processes or systems to improve efficiency, reduce errors, or enhance stakeholder experience.
- Trustworthiness in handling sensitive or confidential tasks- Receive consistent positive feedback from the MD on the EA's ability to handle confidential or high-stakes information with discretion.

Knowledge Skills and Qualifications

- Experience of working as an Executive Experience supporting senior management.
- Level 2 Qualifications in English & Maths (essential).
- An organised and methodical approach to work, evident through experience.
- Ability to respond to frequent demands of multiple customers (internal and external).
- Excellent IT skills including Excel, PowerPoint & Outlook.
- The ability to work to tight deadlines.
- An effective communicator at all levels.
- Adaptable, with the ability to adjust working style to suit the needs of different target audiences.
- The ability to work in an evolving business environment, at pace and with quality.
- Respond positively to change, contributing own ideas to achieve business aims.
- The ability to work independently and effectively.
- Reliable, trustworthy, committed, friendly and flexible.



SIAS is an inclusive employer and we value the diversity our workforce brings. We welcome applications from all candidates and will consider all applications equally and fairly.

SIAS is committed to Safeguarding and promoting the welfare of children and young people and expects all employees to share this commitment.

To apply please click on the link: <https://www.cogentskills.com/about/work-for-us/>

Please complete the Candidate Information Sheet and send together with a letter of application and your CV to human.resources@cogentskills.com by 19th December 2024 outlining your suitability for this post and how you would ensure success.

If you have additional needs that you would like us to consider during the application and interview process please contact Denise Bentley on 01925 515222 to discuss ways that we can support your application.

If you haven't heard back from us within 21 days of your application, it means that unfortunately your application has been unsuccessful on this occasion.

Websites: www.siasuk.com

www.cogentskills.com

