



In partnership with  NESIP

Job Title:	Chief Executive's PA / Office Coordinator
What we do:	We develop and champion North East England as one of the UK's leading film and TV production hubs where exceptional screen industry companies can thrive and talent can live, create, and work.
What you'll do:	You will be at the heart of North East Screen, providing invaluable support to the CE, Senior Management Team and Board with the day-to-day running of the organisation. You will schedule and support staff meetings, steering groups, and board meetings. You will be the first point of contact for all HR enquiries as well as the contact for our IT Support company.
Who you'll report to:	Operations Director

Key Tasks, could include:

For Chief Executive:

- Acting as first point of contact, dealing with all correspondence, keeping accurate records, and determining next steps.
- Managing the CE's diary, organising meetings and appointments including greeting guest and visitors.
- Arranging travel, tickets, and itineraries.
- Collating and filing the CE's expenses and time sheets.
- Conducting background research to ensure the CE is properly briefed for meetings and other appointments.
- Work with the monitoring team to collect and collate statistical information on the CE activities.
- Schedule and support meetings with steering groups, NESIP Board, NES Board, Production Fund panel and industry partners including distribution of agendas and note taking.
- Administrative support to CE and Directors where required.

For the wider team:

- Managing inventory of office supplies ordering additional as needed.
- Organising and scheduling organisation wide meetings (e.g. Staff Briefings, Quarterly Review etc) and taking notes where appropriate.
- First point of contact for office and supplies.
- General office administration.

First point of contact for all HR queries

- Coordinate induction process for new recruits.
- Maintaining policies and procedures, monitoring board approval.
- Organising HR meetings with staff and staff use.
- Organising staff training when required.
- Calculation of annual leave, checking forms and sharing information.
- Recording staff absence.

Organisation IT support liaison

- Point of contact for IT support company.
- Ensuring all equipment is appropriately logged.
- Support for staff tracking help desk calls.
- Tracking resolution of calls.
- Point of contact for meeting room conferencing equipment.

Any other responsibility/task that the [SMT/MT/line manager] may consider appropriate to the role.

Experience and Skills

- You will have previous experience in a similar role supporting a senior member of staff.
- Exceptional organisational skills especially with regards to diary management using Office 365/Outlook.
- Proven ability to proactively solve problems and manage complex tasks.
- Proven ability to accurately record relevant information during meetings.
- Understanding the importance of demonstrating discretion.
- Experience in providing an initial HR function to an organisation.
- Efficient and able to work to a deadline.
- An ability to build strong working relationships with people at all levels.
- Experience of using spreadsheets to track information. Accuracy and attention to detail when recording and collating data.

Experience of MS Office tools including Excel, Word, Outlook, PowerPoint including trouble shooting and liaising with IT support.

Working knowledge of IT equipment including conferencing technology.

Competencies

Keenness to strive for best practise.

Ability to manage multiple tasks and prioritise workflows.

Clear, articulate communication skills, both oral and written.

Numerically literate.

A team player who can work on own initiative.

Qualifications

Qualification demonstrating an understanding of business administration is desirable but not essential.

Health & Safety

Ensure compliance with Company Health & Safety policies, procedures, and good practices.

Promote, develop, and implement organisational activities which support and enhance environmental sustainability.

Additional responsibilities

Corporate responsibilities including working with line manager to organise work schedule and creating and maintaining professional relationships with staff.

Demonstrate a personal commitment to NE Screen's Diversity, Equality, and Inclusion responsibilities, which include a positive and proactive approach to equality of opportunity in all aspects of the organisation's operations, particularly in relation to people from under-represented groups.

Health & Safety

Ensure compliance with North East Screen's Health & Safety policies, procedures, and good practices.

Promote, develop, and implement organisational activities which support and enhance environmental sustainability.

The post holder must also be able to work in a flexible way which includes, travel and working at NE Screen's head office in Sunderland and across the wider north



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east (includes Northumberland, Tyne and Wear, County Durham, and Tees Valley) with some out of hours working expected.

How to apply

Please send in your CV and covering letter aligning your skills to the job description by midnight Sunday 4th February 2024 to work@northeastscreen.org with Chief Executives PA/Office Coordinator Application in the subject heading.

Interviews to be held **13th February 2024** in Sunderland.

Due to the changing nature of our business this job description may change. You will, from time to time, be required to undertake other activities of a similar nature that fall within your capabilities as directed by management.