



Role: Personal Assistant to the Interim Executive Director of Transformation, ICT & Digital

Location: Dundee

Salary: £22,425 - £23,964

Contract: Temporary until 31 March 2022 – potential for extension

The Care Inspectorate is a scrutiny body that supports improvement in care. Our vision is that people across Scotland receive high quality care that meets their needs, rights and choices. We are a national organisation, employing in excess of 600 staff working across our network of offices and from home.

Reporting to the Executive Support Officer, you will be responsible for providing an efficient and effective confidential tailored support service to the interim Director of Transformation, ICT and Digital.

This role will include organising and preparing documents, preparation of meeting papers and taking minutes for specific directorate meetings together with composing routine correspondence, diary management and arranging travel and accommodation. In addition, you will be required to develop and administer a system for dealing with enquiries, recording, acknowledging receipt of and re-directing letters and monitoring progress of responses with limited direction.

You will be an excellent organiser and communicator with proactive and friendly inter-personal skills together with a multi-tasking ability and flexible approach, working well under pressure to meet tight deadlines.

You will have excellent word processing and IT skills with experience of Microsoft applications (Word, Excel, and PowerPoint) and experience of diary management and minute taking.

If you believe that your expertise and motivation make you suitable for this post, please complete an application and return by email to: recruitment@careinspectorate.gov.scot by 8am on Wednesday 14 April 2021. Interviews will be held by Teams video call on Wednesday 21 April 2021.

If you require any further information, or for an informal chat, please contact Claire Corbett (Claire.corbett@careinspectorate.gov.scot)

Please note that initially you will be required to work from home due to the current covid situation.