

JOB DESCRIPTION

Section 1 – Description

Job Title: Personal Assistant to President

Location: Royal College of Physicians of Edinburgh (RCPE), 11 Queen Street, Edinburgh

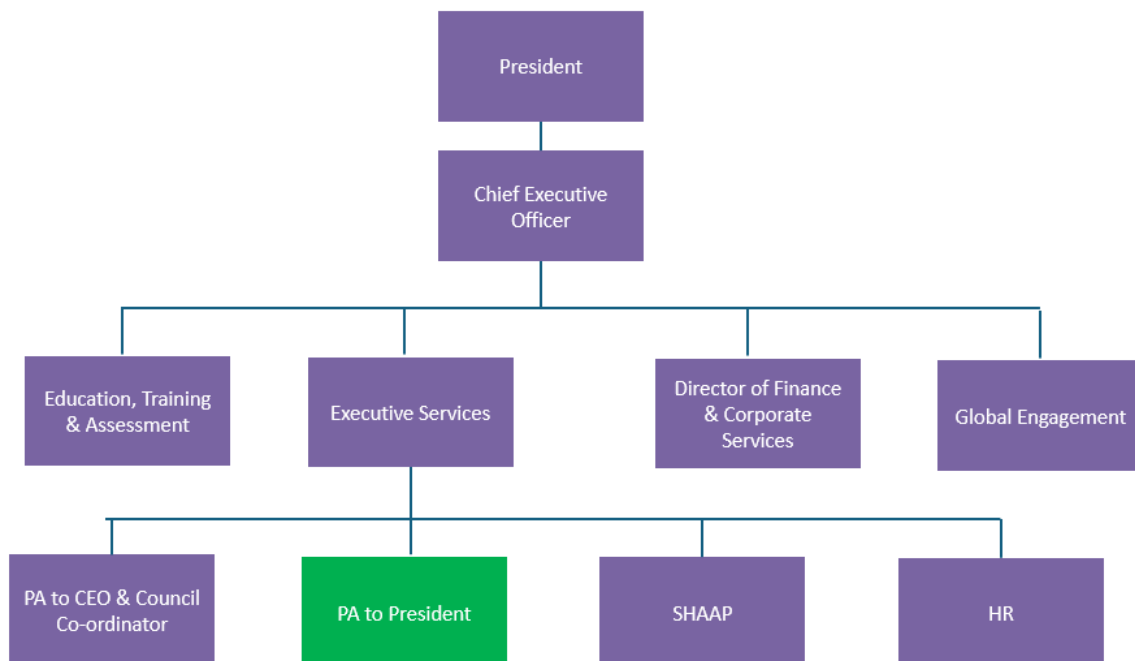
Reports to: The President RCPE (functional authority)/Chief Executive Officer (line manager)

Date: May 2026

Section 2 - Job Purpose

To provide proactive and effective administrative support to the President in the conduct of official duties and ensure the smooth and professional operation of the President's Office. To manage the President's diary, co-ordinate the President's national and international travel, effectively manage communications and act as the first point of contact for enquiries and visitors to the President's Office.

Section 3 - Organisation Chart



Section 4 - Dimensions

- Managing a complex diary – the President is a member of multiple national committees and short life working groups and is a Federation Board Member.
- Booking travel and accommodation for approximately 8 – 10 per annum overseas trips, 10 London trips, plus others where necessary.
- Co-ordinate the travel budget - £40,000 per annum.

Section 5 - Main Responsibilities

First Point of Contact

- To act as the President's first point of contact internally and externally, for information to and from the President, providing a professional experience at all times.
- Liaise with Fellows, senior members, external partners, and distinguished guests.
- Assist, host and welcome visitors to the President as necessary.
- Provide light hospitality as required, including the preparation of refreshments.

Administrative Support and Travel Arrangements

- Provide effective proactive and efficient administration for the President with accuracy, foresight, and sensitivity to the demands of office.
- Maintain orderly administrative and record keeping systems to ensure the smooth running of the Private Office.
- Arrange all aspects of the President's UK and overseas travel, including itineraries, transport, accommodation, and documentation.
- Process expenses to ensure College and President are reimbursed as appropriate including submitting expense claims to external organisations.
- To provide cross coverage for PA to CEO and Council Co-ordinator as required.

Communications Management

- To proactively manage all incoming correspondence for the President including telephone calls and email, responding independently or drafting responses and taking appropriate action.
- Responsibility for managing a complex diary with changing appointments and priorities to optimise the President's time across a range of functions.
- Prepare social correspondence, briefing papers, and supporting materials.
- Assist in the co-ordination of engagements, visits, and events.

Meetings Arrangements

- Manage contact lists, prepare agendas and documents, ensure after meeting actions are completed in a timely fashion and opportunities followed up, for numerous meetings.
- Make arrangements for meeting rooms, AV facilities and catering requirements as needed.

Confidentiality and Conduct

- Handle all matters with the utmost discretion and absolute confidentiality.

Section 6 - Planning and Organising

- Responsibility for planning and organising workload in line with deadlines.
- To plan ahead taking account of the meeting and travel arrangements of the President.
- To anticipate the Presidents requirements in terms of documents, information, travel and diary commitments and to take decisions in order to prepare the schedule and for meetings.

Section 7 - Decision Making

- Accountability lies with the President and/or Chief Executive. Enacting decisions of the President but working autonomously and with minimal recourse to assistance.
- Recognising urgent or important issues and taking action as required, including prioritising items at critical and busy times for President.
- Determining which items of mail or email require a personal response from President, which can be responded to independently by postholder and which can be passed to another Office Bearer or member of staff for action, following up where necessary to ensure satisfactory outcomes.
- Exercise sound judgement when managing sensitive information.

Section 8 - Internal and External Relationships

Internal

- President and CEO
- Office Bearers
- Fellows and Members
- PA to CEO and Council Co-ordinator
- RCPE staff

External

- Medical Royal Colleges
- Academy of Medical Royal Colleges
- NHS Education and NHS Scotland
- General Medical Council, British Medical Association, Scottish Executive

Section 9 – Person Specification: Knowledge, Skills and Experience Required

Essential

- Experience supporting senior leaders or equivalent roles in complex organisations.
- Demonstrable ability to maintain strict confidentiality and exercise exceptional discretion.
- Administrative and logistical experience in diary/in-box management and travel planning.
- Excellent time management skills with the ability to prioritise conflicting demands/timescales.
- Excellent written and verbal communication skills.
- Excellent knowledge and practice of MS Office applications: Word, Outlook, Excel, PowerPoint.
- Ability to use initiative, exert sound judgement and work independently with minimal recourse to advice or assistance.
- High level of accuracy and attention to detail.
- Professionalism, diplomacy, and interpersonal sensitivity.

Desirable

- Experience within a Royal College, professional body, or formal institutional environment.
- Familiarity with ceremonial or representational office support.
- Understanding of relevant professional or healthcare contexts.

Section 10 - Job Context and Special Features

The Office Bearers directly linked to this role change every three years therefore it is important to adapt to different individuals' ways of working.

This job description will be updated and amended from time to time in accordance with the requirements of the job and the changing needs of the College.