



Board Paper

HEPTech Communications Officer/ Executive Assistant

#HEPTech/BP/ 2022-06/10

Date: 10th June 2022

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BOARD PAPER

Reference Number: HEPTech/BP/2022-06/10

Agenda Item: Vote 10th June **Bain STFC**

Draft Resolution:

Request for approval;

- a change of the HEPTech role of Communications officer to an administrative role to support the HEPTech Chair and Vice Chair,
- the Job Description “HEPTech Executive Assistant“ see Appendix 1, and
- the start of the call for applications in September 2022.

Proposal:

There is an increasing requirement for different skills to support the HEPTech Network. As we are gaining an increasing amount of in kind support for certain work, the Website management etc. We are now needing more organisational skills to manage the Board meetings, best practice and other small scale events. To liaise with members and CERN finance. There is still an element of communications and marketing but it is not so complex as to require a dedicated Communications officer. To that end it is proposed that the role should migrate to that of an Executive Assistant to the Network to work with and support the Chair and vice Chair. The pay would be reduced in accordance this money could be used for dedicated communications activities were required.

Conditions:

Maximum annual reimbursement amount for this position: 12.000 Euros per year

Part time: Pro Rata 5 days per month (across the year, some months will be busier than others).

Part of the HEPTech Coordination Team

Time period - one year (prolongation possible)

Starting - 01.01.2023

Job description: Part time Executive Assistant for the HEPTech Network (See Appendix 1)

The Executive Assistant will work with the Chair and Vice Chair of HEPTech to carry out the information, communication and event organization activities on behalf of the HEPTech Network and will support the Network coordination activities.

What we are looking for:

The successful candidate will have excellent interpersonal skills and will be comfortable in dealing with a wide variety of individuals at all levels. First-rate organizational skills are key to this role, good eye for detail as well as proactive approach are essential. Excellent written communication skills are absolutely vital, and the ideal candidate will have a proven track record of organising, coordinating and minuting board-level meetings.

We would ask the board to vote to accept the change in role and to agree the job description (Annex 1) and the program of recruitment.

Signing of Board Paper

Elizabeth Bain

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Chair

Author