

Job Profile – Business Support Executive

Location: Home/office based as required with travel to all Palaces, as required

Reports to: Director of Corporate Services

Responsible for: None

Purpose of this job:

To provide a comprehensive and executive business support service to the Director of Corporate Services, Finance Director and all related business areas (including Governance, Health and Safety, Information Systems, Human Resources, Internal Communications, Finance and Procurement), as well as the CEOs office.

What you will be doing in your role:

- Working with the Governance and Planning Manager, Corporate Services Director, Finance Director and the CEO's office to lead on the collation and transmission of board packs for Trustee, Audit & Risk, Nominations, Finance & Investment, People and other meetings as required
- Working with the Governance and Planning Manager, Corporate Services Director, Finance Director and the CEO's office to coordinate the secretariat function and record-keeping for Trustee Working Groups
- Liaising with meeting attendees as requested to diarise meetings, and provide administrative support for these meetings such as equipment, locations, refreshments, taking minutes and distributing them promptly
- Raising purchase orders against the relevant cost centres; paying invoices promptly and keeping accurate records; keeping up to date financial records and ensuring that the financial records archiving system is followed
- Supporting the Governance and Planning Manager in managing statutory records and filings on the appropriate management systems, including a review of, and improvements to, paper and electronic archives.
- Undertaking any other reasonable and relevant activities which fall under the general scope of this role, as requested by the Director of Corporate Services and/or the Finance Director.



HISTORIC ROYAL PALACES

In addition to your main areas of responsibility, the core qualities and behaviours that are required from all our people for successful delivery of our Cause and Strategy are summarised below:

Memorable Experiences

Going above and beyond to create personalised experiences that inspire and provoke change

Simplify and Adapt

Cutting through complexity to find simple solutions and encourage agile ways of working

Money Matters

Generating the money to grow our impact and care for our palaces; creating a culture of getting better value and increasing our financial headroom

Fresh Thinking

Demonstrating the courage to push the boundaries, striving to stretch ourselves

In this Together

Working collaboratively across the organisation, investing time in building trusted relationships to create 'one team – one HRP'.

Other requirements

In addition to the above you are also required to have read and comply with the rules/standards contained in HRP's Code of Conduct, including Health and Safety requirements. The Code of Conduct can be found in your Staff Handbook.