

## Role profile

<b>Job Title:</b>	Corporate Planning Assistant
<b>Business Area:</b>	Corporate Operations
<b>Reports to (role title):</b>	Sustainability Officer
<b>Direct Reports: (role titles &amp; numbers):</b>	n/a
<b>Profile Last Reviewed (date):</b>	June 2023
	Full-time and 18-month FTC

### 1. Job Purpose

To provide high quality support on corporate planning activity as Crown Estate Scotland prepares its 2025-30 Corporate Plan. This will include assisting on project management activities.

To provide business administration support across the Corporate Operations team including scheduling and preparing for meetings, financial administration, supporting team planning, and liaising with suppliers.

### 2. Main Tasks

- Provide high quality support on corporate planning activities such as:
  - Developing and maintaining plan of activities to achieve key milestones
  - Coordinating activities to deliver the plan
  - Supporting reporting
  - Maintaining project documentation and tools to ensure and continuously improve good levels of communication
  - Working with colleagues to procure external consultants / contractors
  - Helping develop and deliver internal and external stakeholder engagement and communications plans, working with the Director of Corporate Operations
  - Supporting external and internal events e.g. sourcing venues, helping to prepare presentations.
  - Acting in coordinating role between Corporate Operations and Finance and Business Services
- Work across the Corporate Operations team - Policy, Partnerships and Corporate Affairs - to maintain planners and action trackers, ensuring fit-for-purpose templates and processes are in place
- Coordinate scheduling and planning of team meetings
- Coordinate scheduling and planning of meetings with external stakeholders
- Be the Corporate Operations point of contact with the Finance team, working with budget holders to coordinate activity, raise purchase orders etc.
- Support colleagues on procurement
- Carry out other business management duties across Corporate Operations.

### **3. Key Responsibilities**

- Manage updates to action trackers, planners, and other documentation.
- Oversee forward planning of Corporate Operations monthly meetings, working with the Director of Corporate Operations
- Proactively coordinate events relating to corporate planning, meetings with internal and external stakeholders, and other key business activities
- Work with our Finance team, helping to raise purchase orders and liaising with budget holders and suppliers, working carefully and with accuracy
- Help prepare papers and reports for Board - based on information provided by colleagues - ensuring they are presented in a clear, accessible, and accurate way
- Work with the highest level of confidentiality and integrity.
- Adhere to corporate policies

### **4. Knowledge, Skills and Experience**

- Experience of collating and presenting management information
- Strong organisational skills with an ability to manage and prioritise a busy workload.
- Excellent planning and organisation skills
- Excellent IT skills across Microsoft 365, especially Excel, Visio, Word, PowerPoint, Teams, and SharePoint.
- Good communication skills (verbal and written) including ability to write clearly and succinctly.
- Experience of delivering excellent internal customer service.
- A self-starter with ability to work on own initiative.
- Ability to analyse and present data in clear written and visual format.
- Ability to quickly learn how to use different internal systems

### **5. Contacts & Communications**

**Internal contacts:** Internal teams, Directors

**External contacts:** Scottish Government employees; suppliers and stakeholders

### **6. Problem Solving**

The role-holder will be a self-starter, sometimes following set out processes and procedures but at times using own initiative.

There is a need to be able to think through next steps, anticipate needs or problems, and work proactively.

The ability to use available tools and resources to ensure efficient operations within the team is essential.

## **7. Decision Making**

The role-holder will make decisions relating to how they prioritise their tasks and activities.

They will at times respond to queries and requests from suppliers and other external stakeholders.

## **8. Autonomy**

This role partly involves set processes and procedures and partly involves using initiative to anticipate needs and plan how tasks can be carried out efficiently and effectively.

## **9. Management of Resources:**

- Budgets – n/a
- Equipment – laptop, etc
- Other resources – n/a
- As a line manager – n/a

## **10. Impact**

- Some of the information managed by the job holder will be confidential and sensitive. They therefore must have a high degree of professional integrity.
- As a key point of contact for some senior external stakeholders, a professional manner is essential.

## **11. Physical Demands**

Work is predominantly desk-based, using computer, keyboard, and mouse for most of the working day.

## **12. Working Environment**

The role is largely desk-based but may involve travel to rural areas in different parts of Scotland.

## **13. Any Other Duties OR Pertinent Information**

N/A

#### 14. Person Specification

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>EDUCATIONAL ATTAINMENTS –</b> <i>such as qualifications</i>	Scottish Highers or equivalent  Business administration qualification or equivalent	
<b>VOCATIONAL /OCCUPATIONAL ATTAINMENTS -</b> <i>such as accredited job specific training</i>		

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>SKILLS/ COMPETENCIES</b>	<p>Supporting stakeholder engagement and communications (e.g. developing plans, planning events, taking notes and updating actions trackers).</p> <p>Positive and proactive approach</p> <p>Strong administration and organisational skills</p> <p>Highly confidential and discreet</p> <p>Good problem solver</p> <p>Excellent customer service</p> <p>Strong communication and interpersonal skills</p> <p>Collation and presentation of complex management information</p> <p>Excellent Microsoft office skills – PowerPoint, Excel, MS Teams and Sharepoint.</p> <p>Ability to work to tight deadlines</p> <p>Delivering high quality and accurate outputs</p> <p>Team work and collaboration skills</p> <p>Ability to manage and prioritise a busy workload.</p>	Minute and note-taking
<b>EXPERIENCE</b>	3 years' experience in commercial and / or public sector	

**A DRIVING LICENCE IS REQUIRED: NO** *\*delete as appropriate*

**If required, state licence class(es):**

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>ANY SPECIAL REQUIREMENTS PERTINENT TO THE POST:</b>		

## Our Values

Our values underpin what we do and how we do it. They are as follows:

- |                      |  |
|----------------------|--|
| <b>Commercialism</b> | We use our business know-how to make money for Scotland and to grow the value of the Estate, helping to achieve more long-term. We help our tenants succeed and support sustainable economic development.                  |
| <b>Integrity</b>     | We behave respectfully and act responsibly. We take a long-term approach, balancing our commercial interest with what's right socially and for the environment.  |
| <b>Excellence</b>    | We do the best we can in everything we do, and we're always trying to improve. We encourage new ideas which could help us raise the bar, and we're not afraid to change our approach if needed.                            |
| <b>Collaboration</b> | We make the choice to work closely with other people and organisations. We believe that we can do better for everyone when we work together – whether they are tenants, partners, local communities or other stakeholders. |

## Behavioural Competencies

### What are they?

'Competencies' are skills/behaviours/attributes that are required for an individual to perform effectively in their role.

Our behavioural competencies outline the standards expected for every role within Crown Estate Scotland and are based on our organisational values above. They help us to achieve/live our values. They are 'Innovation & Commercialism', 'Working with Integrity', 'Delivering Excellent Performance' and 'Collaboration & Teamwork'.

### Why are they important?

Using our values as a basis for behavioural competencies helps embed those values and ensure that we are all 'walking the walk'. Our competency framework has many benefits including:

- Giving employees clarity in what behaviours and actions will be required, valued and recognised.
- Helping managers and staff plan professional development.
- Encouraging consistency across the organisation.
- Informing recruitment (by setting out what is required of a role-holder).

**What will you be expected to demonstrate?**

Each employee is expected to demonstrate each of the four behavioural competencies at either a fundamental, enhanced or advanced level. The expected levels for this role are as follows:

	<b>Fundamental</b>	<b>Enhanced</b>	<b>Advanced</b>
Innovation & Commercialism	✓		
Working with Integrity		✓	
Delivering Excellent Performance	✓		
Collaboration & Teamwork		✓	

**How can you demonstrate the behavioural competencies at the required level for your role?**

The table below is designed to help you to understand how you can put the behavioural competencies for your role into practise. You can meet the required level by demonstrating the behaviours listed. Some examples are included in the 'Guide to behavioural competencies' to help bring these behaviours to life.



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Behavioural Competency	Level			Behaviour
	Fundamental	Enhanced	Advanced	
Innovation & Commercialism	✓			<ul style="list-style-type: none"> <li>Look for innovative ways to work more efficiently e.g. by improving systems or processes.</li> <li>Actively manage the resources I need to carry out my role responsibly and carefully.</li> <li>Show an awareness of Best Value Principles.</li> </ul>
Working with Integrity		✓		<ul style="list-style-type: none"> <li>Uphold organisational integrity ensuring Crown Estate Scotland is unified in its ethical approach to the achievement of business objectives.</li> <li>Actively help develop an inclusive culture where different perspectives are valued.</li> <li>Do what is right for the organisation within the context of delivering our purpose.</li> </ul>
Delivering Excellent Performance	✓			<ul style="list-style-type: none"> <li>Deliver excellent customer service internally and externally.</li> <li>Be dependable. Proactively take personal responsibility for delivering results.</li> <li>Improve my skills and knowledge through continuous development.</li> <li>Demonstrate professional commitment and a strong work ethic.</li> </ul>
Collaboration & Teamwork		✓		<ul style="list-style-type: none"> <li>Encourage teamwork and collaboration in others.</li> <li>Promote effective team processes and assign tasks according to ability and potential.</li> <li>Develop and maintain partnerships and identify opportunities for new ones.</li> </ul>

