



Role Profile

Job Title : **Personal Assistant to Chief Technology Officer**
Department : **Technology**
Band : **Production 2**

Main purpose of the role:

Provide senior level administrative support to the Chief Technology Officer (CTO) and, as required, the wider Technology Management Team as well as providing an effective communication link between the Technology Team and the rest of the company. The position will focus on administration, invoicing, vendor coordination, and some light project coordination.

Duties & Responsibilities:

Communications:

- Initial point of contact for CTO internally and externally. Represent and be 'the face' of the CTO and Technology Group and be approachable as this point of contact when the CTO is unavailable.
- Communicate and liaise with staff on all levels on behalf of the CTO reporting relevant information back to the CTO. Keep communication open when the CTO is absent or unavailable.
- To ensure regular contact is developed and maintained with all departments.
- To ensure regular contact and a strong working relationship with all other EA's at the company.
- Represent the CTO to visitors. Coordinate high level visits, greet and look after external visitors and speakers.
- Read minutes and notes and keep the CTO up to date and prepared for meetings.
- Working with the Studio PR and Marketing team, to liaise with media and external parties regarding Technology communications.

Diary, Travel, and External Commitments:

- Manage and co-ordinate the CTO's diary including internal and external meetings, visits, talks, events and conferences. Also travel and accommodation for conferences and business trips. To include personal events where required by the business.
- To organise national and international travel and accommodation arrangements for the CTO.
- Assist the Technology Management with Travel bookings, travel budgets, and coordination of attendance for conferences and training by the Technology Team.
- Expense report assistance to the CTO as well as similar tasking for the Technology Management team as time permits.
- To flag any industry events which may be of interest to the CTO or Technology Team.

Meetings and Projects:

- To attend Production and Development business updates as requested and brief the CTO

- To follow up on objectives and action points from CTO to direct reports to ensure progress towards these and to update the CTO or the broader Technology Management Team on a regular basis.
- When present at Technology led or requested meetings, taking meeting notes as needed.
- Take on and coordinate appropriate projects on behalf of the CTO or broader Technology Team.
- Attend meetings with CTO or on their behalf where necessary.
- To assist with project work in connection with the CTO's commitment to outside bodies, including the Academy Software Foundation, Motion Picture Labs, Visual Effects Society, or other industry bodies.

Other:

- Assist with the management and coordination of the Technology budget. Collaborate with the Technology Resource Team to collect and coordinate budget information across Technology Teams.
- Assist the Technology Resource Team and HR with scheduling and organizing interviews and other processes around interviews and hiring.
- Manage CTO's timesheets and submission in coordination with diary.
- Purchasing equipment for dept. inc., stationery, test devices, books etc.
- High level of confidentiality for both internal and external concerns frequently required.

Responsible to: Chief Technology Officer (CTO)

Person Specification:

- Candidates must have substantial previous experience as a PA/Assistant or equivalent working at Senior Management/Director level.
- Tactful and diplomatic, with an ability to handle sensitive and confidential information
- Excellent communication skills, able to adapt communication style in difficult or sensitive situations
- A high level of written communication and diary management skills.
- Strong organisational ability - both in terms of others and self
- cursory peripheral knowledge and keen interest in Technology, ideally within the M&E space
- Good interpersonal skills. Good listener.
- Ability to prioritise and work to deadlines and cope under pressure
- Intuitive and enthusiastic approach to problem solving
- Must have flexible, proactive and support approach
- Good team player
- Creative approach to working
- High level of computer literacy including communications platforms like Teams, Slack, or GSuite
- At times it will be necessary to undertake work not specified in the main duties
- Previous features and animation experience would be an advantage
- Some knowledge and experience of project management processes, and the processes and technologies for media and entertainment would be advantageous.

Date Prepared: 10th June 2022