



SCOTTISH LAND COMMISSION
COIMISEAN FEARAINN NA H-ALBA

Business Support Assistant Job Description and Person Specification

Salary: £25,388 - £27,992 (advertised salary for 2024/25, salary negotiations for 2025/26 are not yet concluded)

Location: Inverness. This role will be based in our Inverness office with a requirement to attend the office 1-2 days per week with hybrid working available for the remainder of the week.

Hours: 35 per week (with flexible working available)

Contract: Fixed-term, 2-year

Reports to: HR and Business Support Lead

Context

We are the Scottish Land Commission and believe that land and how we use it is at the very heart of a thriving nation. Our role is to provide leadership and advice in reforming the ownership and use of land in Scotland. We are a public body, set up to advise Scottish Government, Parliament and others on an ongoing programme of reforms to law and policy, and we provide leadership for changes in culture and practice.

The Scottish Land Commission is here to provide leadership and fresh thinking, underpinned by sound research, analysis and advice. Our Strategic Plan sets a focus for our work on people, power and prosperity:

- Enabling people to participate in and influence decision about land;
- Diversifying the power and control in land ownership and governance;
- Using the value and benefits of land to create economic prosperity.

Purpose of role

Reporting to the HR and Business Support Lead, you will play a key role in supporting the smooth-running of the organisation and helping us meet our statutory duties.

You will work closely with our other departments to support the delivery of our HR, finance and corporate services functions to help guide effective business planning. You will also provide a range of general administrative support tasks including secretariat for the board of Commissioners, HR and finance administration tasks.

The role will be varied and will suit someone who enjoys working across teams.



Key duties of the role:

Corporate Support

- Provide secretariat support to the Board, Committees and management team meetings, including co-ordination of meeting arrangements, collation of papers and minutes.
- Provide executive support to the Chief Executive and Management Team.
- Provide secretariat support to the Commission in the arrangement of all staff and management team meetings including preparation and creation of agendas and minutes.
- Be the first point of contact for all enquiries into the Commission, including effectively managing the information, finance and HR mailboxes and main telephone line, providing timely responses to enquiries as appropriate.
- Supporting colleagues to ensure the effective organisation of meetings, events, travel, and accommodation for staff and commissioners. This includes arranging hire cars, assisting with meeting room set up, arranging catering for meetings and tracking the Commission's travel for carbon monitoring purposes
- Assist in delivering office support including helping with the day to day running of the organisation.
- Provide support for the Tenant Farming Commissioner function and managing general enquiries.
- Provide general project and administrative support as and when required to deliver the Commission's outputs.
- Assist with the undertaking of DSE assessments, ensuring accurate records are maintained.

Human Resources

- Assist with the smooth running of the HR function including, day to day administration of our Sage HR system.
- Supporting the on and offboarding of employees and the recruitment process.
- Booking of staff training and development, including liaising with staff and suppliers.

Finance systems

- Administration of the finance function including creation of purchase orders, processing of invoices, including securing relevant authorisation and liaising with suppliers.
- Support the smooth running of the finance team through the processing of weekly and ad-hoc payment runs as required.

Engagement and communications

- Support effective relationships with stakeholders and suppliers that help delivery of the Commission's work including providing a point of contact for internal and external enquiries.
- Deliver effective internal communications across the Commission encouraging governance compliance and supporting organisational improvement.



Governance and business systems

- Deliver on good governance practices, accountability and compliance.
- Contribute to organisational performance monitoring and reporting.
- Keep CRM systems up to date and maintain accurate records of casework and other contacts.

Professional development

- Completion of Business Administration SVQ3.
- Take a proactive approach to own professional development by maintaining an active interest in relevant developments and committing to continuing professional development.
- Support the professional development of colleagues by providing constructive feedback where appropriate.
- Seek and share opportunities to be creative and realise continuous improvement in our delivery and impact of our work.
- Support the development of the Land Commission by contributing actively to organisational planning processes such as quarterly milestones, annual business plan and three-year strategic plan.
- Contribute to and support organisational development through behaviours and ways of working that bring our organisational values to life.

Key Contacts

Internal: Colleagues from across the Commission including the Board of Commissioners, Management, Policy, Good Practice and Corporate Services.

External: Suppliers, Members of the Public and Stakeholders.



Person Specification

Criteria	Essential	Desirable
Qualifications & professional experience	A good level of English and mathematics.	Experience of working across teams within a busy office environment.
Finance & HR systems	Strong proficiency in using Microsoft Office. Excellent written and verbal communication skills.	Experience of financial and HR systems and processes
Corporate Support	Excellent organisational and analytical skills. Ability to manage own workload and proven ability to meet deadlines with a flexible approach when required and positively respond to change.	Experience of working remotely or with minimal supervision.
Relationships	Ability to work across teams to deliver joint objectives, providing business support and advice as required. Interpersonal skills - able to engage with a range of suppliers, customers (internal and external) to contribute to the successful delivery of finance related services	Ability to handle sensitive and confidential information with discretion.
Other	Willingness to travel to fulfil requirements of the post.	Proactive and organised approach to work.