

Publica

JOB DESCRIPTION:

PA TO THE PROJECT TEAM

About Publica

Publica specialises in strategies and design for public space, urban design and masterplanning. We are based in Clerkenwell Green, London.

Principle responsibilities:

PA support to Urban Design Director

- Overall responsibility for management of the Urban Design Director's diary and communications, including:
 - One to one sessions 2 times per week to discuss diary, and ensuring proactive planning for week ahead (meetings, locations, correspondence, preparation/materials required)
 - Reading emails, prioritising, drafting responses to requests and archiving as appropriate
 - Preparation of meeting packs
 - Managing written correspondence – outgoing and incoming
 - Keeping track of actions and to do lists
 - Managing the Urban Design Director's paperwork and filing, include personal filing.
 - Assisting with Harvest timesheets
- Development of a weekly structure and standard set of tasks/ check lists to ensure forward planning and preparation for:
 - One to one sessions with the Urban Design Director
 - Project reviews
 - Design reviews
 - Project director meetings

Wider office diary management

- Responsibility for office wide diary and other internal/external project meetings, eg.
 - Attending weekly meeting with EA to discuss requirements for the week and forward planning
 - Keeping the online office diary up to date with all meetings and locations.
 - Managing organisation of external and client meetings held at the office; ensuring team are aware of any external meetings, appropriate provisions and materials (if needed) and that the office environment is tidy and organised.
 - Diary planning of key internal strategy meetings, annual appraisals etc.
- Close collaboration with project directors and coordinators to communicate information between them and senior directors.
- Provide an overview of deadlines in whole team meeting, and minute team feedback on project/communications/office updates.
- Assisting with the coordination of recruitment, including collating CVs and scheduling interviews.

Other project/project director support

- Ensuring clear internal communications and that the wider team know and understand the schedule for the week, and for meetings and locations each day.
- Taking minutes at the project directors meeting and keeping track of their actions, eg. meeting follow up, RSVPs, next steps.
- Assist the project team with the organisation of materials/information required for project meetings.

- Responsible for small office equipment and stationary; eg cameras, oyster cards, memory sticks, notebooks. Be the primary port of call for locating all small items within the office.
- Read and file fortnightly progress reports and to understand and follow up regarding impact on diary requirements and Urban Design Director time.
- Understanding past projects and their location, maintaining and developing filing system, be on hand to find project reports.

Additional responsibilities:

- Opening the office, and closing if and when required.
- Answering phone and transferring calls, taking messages if required.
- Helping to maintain a neat and tidy office environment at all times. Ensuring office and meeting areas are clear and organised in advance of external/ client meetings.
- Hospitality – helping to ensure visitors are welcomed and looked after, organising provisions for meetings (food/ drink as required) and clearing away after.
- Booking taxis, couriers, trains etc, making restaurant reservations.
- Help to organise past project reports and ensure they are stored and filed appropriately and tidily.
- Attending internal staff meetings, including weekly team meetings and project meetings as required and minuting if required.
- General tasks as they arise relating to projects, exceptional events or the day-to-day running of the office, as assigned by the Director, Projects Director or Office Manager

Salary

Negotiable, based on experience.

Initial three-month contract, with a view to a permanent position.

Hours

Full time, 40 hours per week.

Applications

To apply for this position, please send your CV, cover letter to recruitment@publica.co.uk stating *PA to the Project Team application* in the subject line. Your cover letter should state clearly why you are interested in working with Publica, and what you would bring to this role.