

EMPLOYEE VACANCY

For the role of:

**Personal Assistant to the Board of Directors
and Company Secretary**

2016ADM42

ADVANCED NOTICE

ADM Shine Technologies Ltd
*UK Defence Research &
Technologies for the Military,
Justice and Security*

General Terms

- > WITHOUT PREJUDICE and SUBJECT TO OFFER AND CONTRACT
- > A career with ADM Shine Technologies Ltd is a rewarding one, but it isn't for everyone as the commitments to integrity, confidentiality and trust are a lifelong one. The rewards in terms of Salary, Benefits and Career Development are unique in the industry and we make every effort each year to ensure they remain so.
- > Only direct applications will be considered; all third party applications will be politely rejected, unless made by UK MoD or HMG.
- > Employment with ADM Shine Technologies Ltd has special security considerations in terms of citizenship - see website.
- > Armed forces and disabled individuals [that meet the skills criteria] will be guaranteed an interview.
- > Armed forces' spouses will also be considered and the application form can be submitted either separately or as a conditional pair of applications. Likewise couples or partners may jointly apply. Likewise, if possible, a joint role-share application.
- > If you have come to this vacancy pack from a recruitment agency, read carefully the polite notice on the Careers Page of our website. No liability will be accepted and such applications will be rejected. No Introductory fees will be paid under any circumstance.
- > All applications will be subject to careful checks, security checks, interview(s) and background/skills assessments.
- > IF YOU ARE LOOKING FOR SHORT-TERM APPOINTMENTS then do not consider this post.

Guidance for vacancy notice

- (i) ADM Shine Technologies Ltd promotes diversity in employment. We welcome applications from women and men, regardless of disability, sexual orientation, racial or ethnic origin, or age.
- (ii) Candidates will undergo Security Clearance prior to appointment and it is a requirement for everyone in the Company to maintain their vetting during their tenure.
- (iii) Given the nature of the work, unfortunately we cannot allow suitably cleared freelance contractors to work for us - therefore please do not apply, unless it is for a permanent position, as these security requirements are very unlikely to change.
- (iv) Rehabilitating Servicemen and women will be actively considered across any of our sites. Those leaving the service and considering options and placement can discuss possible roles with any of our Company Directors.
- (v) Certain specialists, Engineering and Signals Trades are clearly applicable, but we welcome all service applications - including those that have left through FMED 18 or P7 MedD etc.
- (vi) We will soon be welcoming certain specialists, Gurkhas and highly capable resources with provable integrity for our guarding and security work across all of our sites.

Form sections guidance

- 1 Vacancy reference is given on our vacancies page(s) on our website along with the status, salary and benefit details; also with clear instructions as to how to apply (including the application form).
 - 2 The driving licence qualifications class is that on the reverse of the picture card. Changes over the last few decades have meant for some these may be subject to further testing. Annual leave is from 1st January to 31st January and this figure includes the statutory nine public days. We offer Reservists additional time off over and above this entitlement by way of policy. CONDO is a UK MoD contractual term and is essentially a clause we also add in to every employment contract. This enables our customers to request support in to active military operations or near to them for assistance with our R&D capabilities or with our know-how. No-one has casual opt-out of these clauses in their employment contract - see our website for more details on this key aspect of our (obligations of) support. On-call is down to role needs and will be discussed further if it applies.
 - 3 The vacancy status headlines our intent and is to be read with the open and close dates in mind. We reserve the right to alter any details regarding this post, including withdrawing it if the Company so chooses without any further notice. See our website for details about the Interview and our selection approaches. We will make whatever reasonable changes are required for you to be able to comfortably show us your ability and potential.
 - 4 Role is described in general terms. Use the Website Lexicon in the first instance if we have used any acronyms or odd phrases as our work can at times be riddled with such!
 - 5 Whilst we try to be as precise as possible on Eligibility, please consider this section a helpful steer - but not a precise definition to be meticulously used as a selection criteria. For us it's about experience and aptitude, with the ability to really fit in and strongly contribute to our work. This also includes considering a wide range of Service Trades and experience.
 - 6 Salary is always Pounds Sterling of Great Britain and is a sum paid for the full annual year. If the post is, for example, for 50% Full Time Equivalent [FTE] then you need to halve that amount as that will then be your Gross take-home salary. So a 50% FTE £60,000 p.a. Salary would be a Gross take-home salary of £30,000 p.a. Nearly all of our vacancies are 100% FTE.
 - 7 Special Conditions can be anything that may be necessary that is pertinent to the role. Special Benefits are those that are defined on our website in the Role Specific Benefits page(s).
 - 9 We have several sites. We travel too. We have strategic links to larger companies we work with and we have a main site. This section will, where possible, define your location for this given vacancy. This may be possible to be changed and discussed.
 - 10 Our website has many pages dedicated to our Salary, our Policies, Our Benefits and our Careers. Some of those have been specifically written for ex-Forces and their families (yes - we do offer spouses' employment options). See our website for details on how to apply and the various forms and paperwork you will need to fill in.
- > FOR FURTHER INFORMATION - Please contact us using the form on our website [Contact Us page ~ first form].

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EMPLOYEE VACANCY**1. About the vacancy**

Our Reference:	2016ADM42	Title / Description:	Personal Assistant to the Board of Directors and Company Secretary
Salary Grade:	ADMIN-A		

2. Location and Tenure

Location:	East Midlands	Tenure:	Full Time	Weekly Hours:	40 hours
On call:	No	CONDO:	Yes	Driving Class:	Ideally up to BE
Reporting to:	Executive, PA	Annual Leave:	32 days {incl B/H}	Leadership:	No Initially

3. Vacancy Dates

Vacancy Status:	PENDING	Start Date (ideal):	May 2016	Probation period:	3 Months
Interviews:	TBC	Assessments:	TBC	Dates Flexible?	Yes
Vacancy Open:	TBC	Vacancy Close:	TBC	Advertised?	No

4. Role Description

The Board Personal Assistant {B/PA} is a key administrator for a capability department or several departments of the company and as such they form the most important heart of the company. They will enjoy the co-ordination of the board's activities and ensure that is smoothly and efficiently co-ordinated. Diary management is at the heart of the role along with the effective reporting and management of all accidents, escalations, complaints and security alerts. The company reporting and briefing events will be planned, booked and co-ordinated by this role. Above all for and on behalf of the company secretary this role will be responsible for the accurate collation of board briefings and for the meeting minutes. All company material that is to be presented outside of a capability department, in other words cross departmental or company wide will be produced and/or approved through your role with the CEO via the E/PA. All company brochures, event materials and external publicity will be without fail directly co-ordinated by your role. The role embraces the expansion plans for the company and as such will be responsible for ensuring each new site is carefully reported on with respect for the security needs of such and when final plans to go live are being implemented that all your responsibilities are effectively catered for in and across that site.

The role reports to the E/PA directly and you will have the focus for one of the vacancies of the COO and GM BDD[CPSP], the other will have the focus for the CTO, CDSO and GM SPL/LR. The formal methods of PRINCE2 are soon to be introduced and you will support the COO in the formulation and amendments to all SOPs in order to implement that change and transition effectively. You will mandate and follow our Quality Manual without exception unless you are granted such exception by the COO [not CEO].

You will manage the directors and boards calls but also the email into and from the board. The telephony and switchboards are the overall responsibility of the CDSO and GM SPL/LR, but you and E/PA's team will effectively run such to the procedures laid down by them. The boards protection services shall be your co-ordination responsibility along with all expenses. You will work closely with the E/PA and FM-SD to achieve your focus' agreed programme of Welfare facilities and services, Catering, Sport, Training, Team Building, Safety Checks {including all tool, ladder and PAT testing}, Cleaning, Gardening, Arborist, Library {including all reprographics and graphic design work}, Postal, Stores and all external supplies to each and every site. You will also ensure for your focus that FM-SD's team are effectively running the room and facilities bookings across all sites well and identify problems, solutions and issues the board should be aware of.

Although the GM-FM is not responsible for such directly you will also ensure the agreed additional security facilities and services that may be needed and the agree way they will be supplied and maintained is also being discharged well {one of the vacancies will have this direct responsibility and you will hold special approvals for such}. You may need form time to time to meet the defence and law enforcement security community as necessary.

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5. Eligibility

Holders of relevant skills in Microsoft Office ACCESS, WORD, PUBLISHER, EXCEL, POWERPOINT and OUTLOOK are essential. Other packages such as ADOBE PHOTOSHOP, InDesign, CS or Lightroom and various multi-media tools like Pinnacle or Premiere Pro would be an advantage or suitable experience to be able to be promoted into that level.

Ideally be a holder of Further Education Diploma or Degree or other suitable qualifications appropriate to Company Administration. A good understanding of how large establishments that undertake production engineering and large scale research would be an advantage.

6. Salary and Benefits

The salary will be for 100% FTE £24,000 p.a. and will have a fixed day centred on the team meeting schedule all other days are flexible.

Reasonable and authorised expenses will be paid in arrears according to our Employee Handbook.

Additional Benefits are defined on the company website and will be discussed with you and agreed prior to any offer made. The Company operates a 1st January to 31st December leave entitlement and every January the Company undertakes to do a full employee assessment of all staff performance and appraisal. From this you may be entitled to a pay rise.

7. Special Conditions / Benefits

The candidate must meet our security approvals standards for this role and maintain such throughout their employment tenure. The candidate may apply for relocation assistance by mutual agreement. In keeping with our careers approach this role will be grown with the candidate and based on ability and performance it is likely this role will become Executive PA (E/PA) - Pay Grade E within the five year expansion plan for the company.

8. Additional Information on Role, Salary and Benefits

The role will be supported by the board of directors, the board admin team and GM SPL/LR along with their respective teams. See Website for the details of the core Benefits that come with this role.

9. Location of Work

The choice of location for the role can be at any one of our sites on the condition that, due to the special security requirements, the individual is able to travel to the board meeting once a month and attend the head office / agreed venues for the board meeting. Ideally the individual would be based in the locality of the head office or the site with the bulk of the engineering and scientific staff.

10. How to Apply

How to apply is covered in our Careers Page and various other sub-pages - our application form is on the APPLY HERE page. Additional information is there for ex-Forces and Forces' spouse applications and also Joint Applications... We hope it is via those that you got here. Open vacancies will provide a pack and that pack includes application forms and any additional information about interviews along with any necessary pre-application activities [e.g. sending in original ID documentation or completing forms].

We have a policy of not holding CVs for more than three months, thereafter they will be securely destroyed/deleted. If we have a post that fits a held CV it will have the same opportunity as other applicants. We will inform the individual that supplied the CV of possible vacancies and it remains the individual's responsibility to apply and comply with the open vacancy(ies) pack instructions without exception. Only individuals that have complied with open vacancy pack instructions and that meet the criteria will be considered for the next stage in the recruitment process.

APPROVED FOR PUBLIC RELEASE: Chief Technical Officer / Director SP

Date: 29 February 2016