

Paul Smith

**INFORMATION PACK FOR APPLICANTS
FOR THE POST OF ASSISTANT TO THE CREATIVE DIRECTOR**

_Job Description

Job Title: Assistant to Creative Director

Report To: Creative Director

Department: Design

1. Job Summary

The overall purpose of this role is to provide organisational and administrative support to the Creative Director.

2. Specific Responsibilities

- 2.1 Oversee the Creative Director's diary ensuring he is provided with all schedules and diary appointments and ensuring he has relevant information for each appointment.
- 2.2 To administer the arrangement and booking of all internal and external appointments, including booking meeting rooms and any travel arrangements for external locations.
- 2.3 Assisting with the smooth running of meetings, taking minutes and follow up as required and including as necessary, presentations and other related equipment and supplies.
- 2.4 Be responsible for travel arrangements and itineraries, including booking tickets, flights, accommodation, and ordering currency through the company's travel desk.
- 2.5 To provide a support system to the Creative Director on day to day duties as outlined and required.
- 2.6 Screen phone calls, enquiries and requests; handling them when appropriate and keeping an accurate log of correspondence.
- 2.7 Meeting and greeting visitors at all levels of seniority.
- 2.8 Maintain office systems, including data management and filing.
- 2.9 Collate, present and file monthly flash reports.
- 2.10 Deal with incoming emails and post, often corresponding on behalf of the Creative Director.
- 2.11 Carrying out background research and presenting findings.
- 2.12 Produce documents, briefing papers, reports and presentations.
- 2.13 Liaise with clients, suppliers and other staff professionally and efficiently.

2.14 Carry out specific projects and research as and when requested.

2.15 Any other related duties, not specified above, as outlined by your Line Manager.

Person Specification

Job title: Assistant to the Creative Director

Department: Design

	ESSENTIAL	DESIRABLE
Attainments / Education Level / Qualifications	Minimum 2.1 level Degree in Business Administration, Communications or other relevant subject or equivalent qualification. Advanced knowledge of Microsoft Office Packages.	
Experience	Previous experience of high level administrative based work in a busy office. Able to analyse and interpret information quickly and accurately. Able to collate and produce accurate reports.	Previous experience & knowledge of working within the fashion industry.
Intelligence / Aptitudes	Ability to work with people at all levels of the business. Excellent communication skills. Highly systematic and well organised. Speedy and numerate. Cultural sensitivity. Able to work to set deadlines. Excellent telephone manner and proven customer service skills.	
Interests	Interest in fashion and the Paul Smith brand.	
Disposition / Personality / Motivation	Highly self-motivated and proactive. Strong ability to deal with people at all levels. Able to use own initiative. Team member. Influential. Collaborative. Flexible and adaptable. Ability to remain calm under pressure. Able to take instruction.	
Appearance / Physical Characteristics	Well presented.	
Circumstances		Flexible over hours when necessary.

Guidance Notes for Applicants:

These notes are intended to guide you through Paul Smith Ltd's Recruitment & Selection procedure and help you participate in the selection process as effectively as possible. Please read these notes carefully before sending your covering letter and CV.

Job Description & Person Specification:

Enclosed in this pack you will find a Job Description and Person Specification that outline the purpose, the main duties and responsibilities of the job as well as the knowledge, skills and experience that we are looking for.

It is essential that you read the Person Specification thoroughly before forwarding your covering letter and CV so that you are able to assess and outline how your experience fits with the requirements for the post.

Covering Letter and CV:

The first stage of the Recruitment & Selection procedure is for you to forward your covering letter and CV, **stating your current annual salary**. This allows us to shortlist applicants for interview and provides a basis for the interview itself. To ensure fairness to all applicants, any decision during the initial sift is based solely on the information that you include in your covering letter and CV.

Please provide a detailed, full covering letter with your CV which outlines how your skills and experience would fit with the requirements of the post. Please note that it is not sufficient to forward just your CV.

Post Applied for:

Please ensure the correct job title and reference number from the advert is on your covering letter and CV.

Eligibility to Work in the UK:

Please ensure that you give details of any restrictions that you have to work in the EU. If you are selected for interview you will be asked to provide us with proof of your eligibility to work in the U.K. Under the Asylum & Immigration Act we are required as an employer to check that anyone taking up employment with us has the legal right to work in the U.K.

Education & Training:

Please give details of your educational career including any qualifications that you have obtained and any further awards that you feel would help with your application. If you are selected for interview you will be required to bring with you your original certificates from your major qualifications to be copied.

Employment:

Please give details of all your previous employment, beginning with your most current \ recent post. If you are successful after interview we will require 2 satisfactory references, one of which

must be from your last employer. Your referees will not be contacted without your consent. Please note any gaps longer than 3 weeks in your CV in the period references are required will need to be verified by a suitable person; i.e. anyone who is eligible to endorse a passport photograph. This may mean if you have a gap in your CV you will be asked to provide up to 3 satisfactory references.

Additional Information:

This is your opportunity in your covering letter to give us information about why you have applied for this post; including experience that you feel is relevant to the main tasks and essential criteria, as outlined in the Job Description and Person Specification.

Declaration:

It is essential that you sign and date your covering letter and CV. Successful candidates may be disqualified and could be dismissed once employed if any information given in the covering letter or CV is found to be false.

Short Listing:

Short listing prior to interview will take place as soon as possible after the closing date for applications and will be carried out by at least 2 people. Short listing will be based on how closely candidates have demonstrated they fit the criteria, as set out in the Job Description and Person Specification.

Interview:

Short listed candidates will be contacted by telephone or email and given details of the interview date, time, location and any special requirement. You will also receive a letter regarding the interview by post. If you are able to attend the interview you must confirm with the HR department that you wish to do so, either by telephone, email or letter.

The interview process may vary from post to post, any activities such as tests or presentations that we require you to undertake as part of the selection process will be outlined in your invitation to interview letter.

Offer of Employment:

All offers of employment are conditional on 2 satisfactory references. Gaps in the CV of longer than 3 weeks in the period where references are required will also be required to be verified by a suitable person.

Data Protection:

Information that you provide for the purpose of your application will be used as part of the Recruitment & Selection process. Any data supplied will be held securely and access restricted to those involved in dealing with your application and the Recruitment & Selection process.

Once this process is completed, the data relating to unsuccessful applicants will be stored for a maximum for 6 months and then destroyed. If you are the successful candidate, your application will be retained and form the basis of your HR record.

All processing of personal data by Paul Smith Ltd is undertaken in accordance with the principles of the Data Protection Act, 1998.

Please return applications to the HR department before 12 noon on the closing date. We are unable to accept applications received after this time, except in extenuating circumstances.

Additional Information:

Employee Benefits:

Salary:

The agreed starting salary for this post will be discussed at the interview stage.

Pension:

All Paul Smith employees that meet the criteria will be automatically enrolled into the corporate Pension Scheme with the provider, Scottish Widows. Please note there is a 3 month postponement for auto-enrolment for new starters.

Hours of Work:

This post is based on a 5 day week of 37.5 hours.

Monday to Friday inclusive:

Start time: from 8.00am up to 10.00am

Finish time: from 4.00pm up to 6.00pm

Core time is: 10.00am – 4.00pm

Flexi-time is available as above, with half an hour, minimum for lunch each day (1 hour maximum). Contractual hours must be fulfilled each week.

Annual Leave:

Your annual leave entitlement is 28 days, inclusive of Bank Holidays, increasing to 33 days, inclusive of Bank Holidays after 6 years service. The annual leave year commences on January 1st and new staff receive their annual leave allowance on joining the Company. Holiday entitlement for part time staff is calculated on a pro-rata basis.

Clothing Allowance:

This post attracts a Clothing Allowance of **£750.00 per season**, for clothing from the Paul Smith Ltd. shops.

Discount:

Employees are eligible for a discretionary discount on PSL goods.

Refer a Friend:

Employees are entitled to a minimum of £150 credit note to spend on Paul Smith items for referring a friend to a Retail position.

Cycle Scheme:

The Company offers eligible staff, the opportunity to ride a tax-free bike to work. Paul Smith Ltd. has partnered with Cycle Scheme Ltd. who assists the Company with running the Cycle to Work Scheme in accordance with the set Government's guidelines.

Computershare Scheme:

Computershare Childcare Vouchers are offered for eligible working parents. For employees they are non-taxable and exempt from National Insurance and for employers they provide National Insurance savings. Childcare vouchers are a recognised payment method for registered carers.

Travel Scheme

An interest free loan which allows the employee to purchase an annual rail, tube or bus season ticket at standard class travel or to contribute towards the cost of this.