

## 12<sup>th</sup> Annual Scottish PA of the Year

24<sup>th</sup> January 2020

### Finalist Information (In Alphabetical Order)

#### **Lynda Collins**

##### **Executive Assistant & Projects Co-ordinator, Fife Chamber of Commerce**

I can be disorganised and impulsive, so keeping me on-track is a big job that requires 'unflappability', which Lynda possesses in spades. She calmly and professionally solves every unforeseen problem but has usually planned so well that problems don't often arise in the first place. What makes her so special is that Exec Assistant is only one of her roles. She co-manages our event programme with me (40 events annually for 400 member companies) making a pivotal contribution to its design, content, delivery and evaluation. She also manages all our big projects – this year an office move, two new staff inductions and our BCC Accreditation. For good measure, she provides technical advice to exporters so their customs documents are correct.

Lynda inspires trust and confidence in everyone because they know as soon as they meet her that she 'knows her stuff' and that she is a genuinely nice person who will not let them down. She is a fabulous ambassador. I cannot envisage a stronger candidate for this award. If there is, Marvel should cast him or her for the next Avengers movie, because you have to be 'super' efficient, thorough, thoughtful and talented to better Lynda.

#### **Wendy Meldrum**

##### **Support Officer for Allied Health Professions Directorate, NHS Tayside**

Wendy is genuinely an outstanding PA; organized and efficient, she is a critical and fabulous member of the team; no task is too small and no challenge too big. As our sole permanent member of staff, she supports 5 staff on a daily basis, is our lead for the quarterly newsletter, delivers training on poster design, answers IT queries, coordinates our webpage and social media and welcomes the opportunity to give people experience in administration.

This year though she surpassed (and surprised) herself. She is the first PA/SO to secure a NES (NHS Education Scotland) AHP Careers fellowship. Wendy's project was deemed critical and innovative and so she was awarded a year's funding for training and dedicated time to lead a project on preparing the AHP workforce for transfer to electronic records. However what NES didn't know was that to participate in training and attend workshops, Wendy was going to have to figure out travelling by train on her own as she is dependent on 2 walking sticks and had never had to travel by herself. She of course managed this and has grown in confidence and skill over the year showing she's a great example of dedication and professionalism!

**Lorraine Waddell****Public Health Administrative Secretary, Institute of Health and Wellbeing, University of Glasgow**

The fact that I have taken Lorraine with me for 13 years across three different organisations tells you how highly I regard her. No task is too much for Lorraine. She has never said no to anyone and does everything with a big smile. My PhD students call her 'mum' and, in spite of us being similar ages, she is equally maternal in supporting me, her boss. Obviously she does all of the tasks expected of her role extremely well – from organizing my overfull diary to arranging meetings and travel – but it is the gusto with which she takes on tasks well outside of her official remit that is most remarkable: escorting me to a meeting in London when I was wheelchair-bound with a broken leg, bringing in her home toolkit when my shelves fell down, bringing me cups of tea when I am stuck in an overly long video conference, organizing social and charity events at work, and adopting any stray cats who prefer our workplace to their homes. As Director of our Institute, I strive to ensure it is a place where staff are happy to work and Lorraine has been instrumental in enabling us to achieve this.