

## Job description

Job title:	Executive Assistant
Directorate:	Chair and Chief Executive's Office
Responsible to:	Business Manager to the Chair and Chief Executive
Responsible for:	N/A

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## Overall purpose of the post

The post holder works flexibly as part of a small team providing high level executive support, combined with broader secretarial and administrative support, to Directors and the wider senior leadership team, understanding and managing their needs to enable them to effectively use their time. The post holder also provides support to the Business Manager to the Chair and Chief Executive as required.

## Main responsibilities

- To proactively manage Director's diaries to ensure the smooth-running of all day to day activities, using professional judgement to effectively balance their time, prioritising the most important meetings, identifying and resolving conflicts before they arise and anticipating requirements in advance.
- To arrange and support a range of meetings with both external stakeholders and internal colleagues, including booking meeting rooms, ordering refreshments, receiving visitors and coordinating audio-visual facilities.
- To provide secretariat support, including collating and circulating agendas and papers and taking accurate and concise minutes or notes, for a range of routine, complex, technical or confidential meetings.
- To book business travel and accommodation; and to process travel and subsistence claims as necessary.
- To make, receive and deal with telephone calls, taking accurate messages and dealing with general enquiries internally and externally.
- To draft suitable replies to correspondence where appropriate.

- To research background information as required.
- To provide support to the wider senior leadership team as required
- To provide cover for the Business Manager in their absence and help support the work of the Chair and Chief Executive as required.

## Additional Details

Although part of a Team the post holder will work with a degree of autonomy and limited supervision, to flexibly support the needs of Directors, senior managers and the Business Manager.

The post holder will manage competing priorities in a fast paced environment, so will be organised and proactive in identifying issues and solving problems.

To effectively carry out their role the post holder needs to develop a good understanding of the Commission's activities and a strong appreciation of their Directors overall responsibilities and priorities. The post holder will then use this knowledge and understanding to effectively prioritise their work.

The post holder will provide secretariat support to a range of meetings, preparing and distributing agendas and associated papers, taking notes or minutes, and following up on action points where necessary.

## Key working relationships

To support the Directors in effectively carrying out their roles, the post holder has to proactively build and maintain a strong network of collaborative working relationships both internally and externally at a range of levels.

Internally the post holder will have daily contact with the Directors and Heads of Service, but also needs strong collaborative working relationships with staff across the organisation, to ensure that key activities take place at the correct time and the Commission is able to deliver on its priorities

From time to time the post holder will need to effectively engage with key external stakeholders to arrange meetings and to support the Directors; engagement plans.

*This job description reflects the present requirements of the post and should not be seen as an exhaustive list of responsibilities. Duties and responsibilities may develop and change in consultation with line management.*

## Person Specification

Competency	Requirement	Essential or Desirable
Specialist knowledge and experience	<p><b>A good standard of education at A' Level or equivalent</b></p> <p>Advanced MS Office skills including Outlook, Word, Excel and PowerPoint</p> <p>Experience of providing high level administrative support to senior managers, including actively managing busy schedules</p> <p><b>Excellent minute taking skills</b></p> <p>Experience of working in an administrative role in the public sector</p>	<p><b>Essential</b></p> <p>Essential</p> <p>Essential</p> <p><b>Essential</b></p> <p>Desirable</p>
Delivering results	<p><b>Strong attention to detail, with the ability to meet deadlines often under tight timescales</b></p> <p>Understanding and identifying links across the organisation's work and working proactively to manage these</p> <p>Experience of working with a range of stakeholders and understanding their importance to the organisation</p>	<p><b>Essential</b></p> <p>Desirable</p> <p>Desirable</p>
Problem solving	<p><b>Foresight and the proven ability to anticipate problems or issues and propose possible options</b></p>	<p><b>Essential</b></p>

Planning	<b>Excellent organisational and time management skills, with the ability to plan and prioritise own workload effectively to ensure that those you are supporting are able to meet their priorities and objectives</b>	<b>Essential</b>
Communication	Ability to communicate clearly and concisely both orally and in writing	Essential
	Ability to liaise confidently at all levels	Essential
Team working/managing relationships	<b>Effective networking skills with the ability to establish positive, collaborative relationships with colleagues and external stakeholders</b>	<b>Essential</b>
Personal effectiveness	Experience of demonstrating tact and discretion, particularly in dealing with sensitive issues	Essential
	<b>The ability to work using own initiative in a proactive manner finding solutions to issues as they arise</b>	<b>Essential</b>
	Ability to identify what needs to be done and making it happen	Desirable
Business management	Experience of dealing with confidential and sensitive information	Desirable

**Bold type indicated minimum criteria**