**JOB DESCRIPTION**

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| **POST TITLE:** Leader’s Executive Administrator |
| **GRADE:** 10 |
| **DIVISION / UNIT:** Leader’s Office & Cabinet Office |
| **DEPARTMENT:** Strategy & Communities |
| **REPORTS TO:** Head of Leader’s Office & Cabinet Office |

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| **PURPOSE OF THE JOB** |

1. To provide high quality, effective and efficient administrative support for the Leader; in particular the facilitation of meetings and coordination between the cabinet members, departments and external bodies.
2. To support the Leader in their interaction with the public and to act as a first point of contact for casework relating to the Leader.
3. To work directly with the Leader, their Cabinet, and the Corporate Management Team (CMT) to provide efficient and effective support and coordination across the highest levels of the organisation.
4. To manage a range of administrative and office functions to assist with the smooth running of the division.

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| **PRINCIPAL ACCOUNTABILITIES** |

1. To act as a focal point for enquiries; written, phone and oral. Screening requests, responding where appropriate, routing enquiries to an appropriate function, raising with the Leader or relevant managers, obtaining background information when required.
2. To facilitate the resolution of difficult and sensitive situations to enable the Leader to fulfil their role with minimal difficulty; including ensuring that they receive relevant and high quality advice.
3. To provide comprehensive secretarial support including diary, email and correspondence management and gatekeeping for the Leader.
4. To manage correspondence for the Leader including preparation of letters/emails and responding to routine enquires on behalf of the Leader.
5. To lead, implement and maintain administrative systems, including links to casework and complaints system to maximise the effectiveness of the Leader’s office.
6. To build effective working relationships, internally and outside the Council, involving exchanging information or removing obstacles for the Leader’s role.

1. To organise a variety of internal and external meetings including associated preparatory work, minute taking and subsequent dissemination of information to all relevant parties.
2. To coordinate meetings and briefings for cross-cabinet work such as the performance process or budget setting.
3. To provide support to the Leader managing resident and constituent enquiries.
4. To work with the cabinet office to ensure that the Leader is appropriately supported and able to perform his/her leadership role.
5. To work with departments to ensure that the Leader is properly briefed on all relevant aspects of their portfolio. This includes working with the department to prepare agendas, provide briefing, take minutes and action points, distribute notes and follow up on actions.
6. To deputise for the Senior Cabinet Advisor or Cabinet Advisors when necessary to support cabinet members in lead member briefings, including with the recording, disseminating and follow up of action points.
7. To support the smooth running of the division by managing a range of administrative functions including recording staff and cabinet leave; coordinating Freedom of Information requests, overseeing health and safety responsibilities as delegated by the Assistant Chief Executive; and other duties as appropriate to the post and grade.
8. From time to time, may participate in divisional or departmental projects, and undertake any other duties as appropriate to the post and grade.

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| **JOB CONTEXT** |

1. Southwark is a modern council delivering for its residents in the heart of London. It is a vibrant and diverse borough with exciting and ambitious plans for the future. The Strategy & Communities department supports senior officers and members to shape and communicate these plans for the benefit of Southwark and its residents. It brings together the services which support the political leadership of the council, with our communications, marketing, public affairs and policy development.
2. The Leader’s Office & Cabinet Office team will provide quality administrative and political support for the cabinet enabling them to deliver on their objectives, make informed decisions, provide political leadership for the council and fulfil their constitutional responsibilities.
3. The Leader’s Office & Cabinet Office team works in a politically sensitive environment ensuring effective communication between the council’s senior officers, politicians and high profile external stakeholders, aiding effective working of the council’s political leadership.

**Reporting**

1. This role has no direct reports and is line managed by the Head of the Leader’s Office & Cabinet Office.

**Financial responsibilities**

1. This role has no direct budget accountability. The role provides administrative support for financial systems within the division such as raising purchase orders, monitoring budgets and ensuring appropriate sign off.

**Grade/Conditions of Service**

1. The employment is subject to a probationary period of twenty six weeks from your start date of employment with Southwark Council, during which time you will be required to demonstrate to the council’s satisfaction your suitability for the position in which you are employed.
2. The post holder may be required to work outside of normal working hours in accordance with service needs, including attendance at some evening meetings. This will be subject to agreement, where possible.

**PERSON SPECIFICATION**

The person specification is a picture of skills, knowledge and experience required to carry out the job.

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| **Knowledge, including educational qualifications:** | **Essential (E) or**  **Desirable (D)** | **How assessed (S/ I/ T)** |
| Ability to respond positively in urgent situations, prioritising workload and working to meet tight deadlines and resolve issues | E | I |
| Understanding the political context in which elected councillors and the council operate | E | I |
| Knowledge of local government context including council policy and processes | E | S / I |
| **Experience:** | | |
| Extensive experience of supporting senior executives at a strategic level and ability to demonstrate a high level of professionalism | E | S/I |
| Organisation of high-level and complex processes, including meetings, planning agendas, recording and tracking actions | E | S/I |
| Practical and demonstrable experience of managing and prioritising complex and often conflicting schedules, to maintain and coordinate diaries, plan and facilitate meetings to ensure that time is planned effectively. | E | S/I |
| Demonstrated use of initiative and ability to work individually as well as part of a team and to identify high-risk issues which require escalation or immediate action. | E | I |
| Experience of dealing with difficult situations and conflict | E | I |
| Experience of working in a politicised, sensitive environment including maintaining confidentiality | E | I |
| **Aptitudes, Skills & Competencies:** | | |
| Highly developed organisational and administrative skills | E | I |
| A positive “can-do” attitude and ability to take the initiative | E | I |
| Self motivation and ability to work alone on own initiative to a high standard and quality | E | S/I |
| Coordinating project delivery with multiple stakeholders | E | I |
| Excellent interpersonal and communication skills both oral and written. The ability to draft a variety of documentation unsupervised. Communicate verbally, effectively with the ability to ensure that information is clearly understood by a variety of recipients | E | S/I |
| **Special Conditions of Recruitment:** | | |
| Comply with and promote the Council’s Equal opportunities policy | | |

**Key: D** Desirable **S** Shortlisting criteria (max 6)

**E** Essential **I** Evaluated at interview

**T** Subject to test