

**Post Title:** Executive Assistant

**Post Hours:** 37 hours per week

**Grade:** Scale 5

**Responsible to:** Head of Democratic Services

**Responsible for:** None

**Main contact associated with principal duties:**

- Chief Executive
  - Corporate Directors
  - Members of the Council
  - Government departments, other local authorities, public sector organisations and external bodies
  - Senior managers and directors of local companies
  - Members of the public
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**Job Purpose:**

To provide high quality diary management and programming support to the Chief Executive and Corporate Directors.

The role is embedded within the Democratic Services team who will line manage the postholder. Back up support (to cover leave and other absence) will be provided through a team of colleagues working in Democratic Services and Business Support.

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**Control of Resources:**

None

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**Main duties and responsibilities:**

1. To compile and co-ordinate forward programmes of corporate work priorities on behalf of the Chief Executive and Corporate Directors, co-ordinating with colleagues in Democratic Services as required.
2. To manage the diaries of the Chief Executive and Corporate Directors in order to help them prioritise and manage their time effectively.
3. To deal with enquiries, requests and complaints, including maintaining an internal reminder system and monitoring progress on actions required of other officers, in order to ensure that timescales are met.
4. To attend relevant meetings as directed and where necessary take minutes / notes and deal with relevant follow up action.

5. To deal personally with members of the public on often difficult and contentious issues and where necessary resolving the issues without reference to the Chief Executive.
6. To research and prepare briefings prior to both internal and external meetings, including ensuring that the Chief Executive and Corporate Directors have in their possession all necessary paperwork for these meetings.
7. To draft replies to letters and enquiries.
8. To receive visitors to the Chief Executive and Corporate Directors, ensuring that they are dealt with in a polite and efficient way, including the provision of refreshments as required.
9. To deal with travel arrangements required by the Chief Executive and Corporate Directors including the booking of hotel accommodation, when necessary.
10. To process the inputting of accounts into the system for payment of invoices.
11. To keep the Chief Executive and Corporate Directors apprised of all appropriate matters and to draw their attention to those areas requiring attention.
12. To undertake such other duties as may be assigned and as are commensurate with the grading of the post.

Selection Criteria	Essential Or Desirable	Assessment Method
<b>Qualifications</b>		
1. BTEC Higher National Certificate in Business Studies or Public Administration, or equivalent.	Desirable	Application Interview Certification
<b>Knowledge, skills, abilities and experience</b>		
2. Previous experience of business support, programme support or secretarial work.	Essential	Application Interview
3. Ability to co-ordinate diaries (online) to ensure that priority work areas and issues are prioritised.	Essential	Application Interview
4. Proven time management and organisational skills with the ability to prioritise own workload.	Essential	Application Interview
5. Strong IT skills with excellent working knowledge of Microsoft Office and 365 – Outlook, Word, Excel and PowerPoint, file management, etc.	Essential	Application Test
6. Good levels of written and oral communication including the ability to deal with all a wide range of people in a polite and efficient manner, with appropriate political sensitivity.	Essential	Application Test
7. Ability to work under pressure.	Essential	Application Interview
8. The ability to show discretion and initiative in dealing with sensitive and confidential matters.	Essential	Application Interview
9. A thorough knowledge of local government and its functions.	Desirable	Application Interview
<b>Special Requirements</b>		
There may be some requirement to attend evening meetings.	Essential	Application Interview

Date: September 2022