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| **Post Title** | ***Executive Assistant***  |
| **Job Family** | *Information & Business Support* | **Pay Range** | *4/5* | **Line Manager to others?** | **No** | **Role profile ref** | *IBS04O* |
| **Service Area** | Customer Contact / Corporate Business Support (CBS) |
| **Line Manager** | *Business Support Coordinator* |
| **Location** | *Aylesbury* |

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| **Job Purpose** 1-2 sentencesTo provide a proactive and high standard of EA / Project support to the Executive Director and Directors within the TEE Business Unit. |
| **Job Context (key outputs of team / role to provide some specific examples of role profile accountabilities)**6-8 bullet points max* To be responsible for diary management.
* To proactively manage e-mails and inboxes.
* To Assist the Leadership Team in the preparation of documents, reports, spreadsheets and presentations.
* To manage correspondence and phone calls coming into the Leadership Team.
* To maintain paper and electronic filing.
* To be responsible for managing all activities relating to arranging meetings, including but not limited to arranging room bookings, providing relevant documentation and taking notes and minutes of meetings as required.
* To arrange as necessary, with Service colleagues, the preparation of draft replies to MP letters and correspondence.
* Proof reading of documents / correspondence for the relevant Director.
* To proactively deal with queries on behalf of the Leadership Team.
* Provide PA cover to the Managing Director as and when required.
* To provide project / programme support to the Leadership Team by:
	+ Assisting with the production and delivery of project documents such as the Project Initiation Document and communications plan.
	+ Project planning, tracking progress against the critical path to ensure that the project is delivered to the agreed outcomes.
	+ Compiling and updating the Risk Management Register.
	+ Attending project / programme board meetings to present and discuss progress and to take actions notes.
	+ Maintaining document control procedures, including all project files.
	+ Assisting with the completion of reports and presentations relevant to each project.
	+ Providing business support to project / programme meetings.
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| **Knowledge, Skills and Experience** |
| **Role Profile requirements.** | **Job specific examples.**(if left blank refer to left hand column) | **Essential** | **Desirable** |
| Excellent knowledge of Microsoft |  |  |  |

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| Word, Powerpoint, Excel and Outlook |  |  |  |
| Excellent planning and organisational skills, |  |  |  |
| Excellent communication skills both oral and written | *The ability to produce correspondence and reports. The ability to deal with difficult and challenging situations.* |  |  |
| Excellent diary management skills | *The ability to prioritise busy and changing schedules.* |  |  |
| Excellent problem solving skills | *Use of own initiative.* |  |  |
| Excellent minute taking skills | *The ability to record precise minutes at high level meetings and to accurately distribute in a timely manner.* |  |  |
| Able to work in a demanding and diverse environment | *Able to deal with change.* |  |  |
| Knowledge of SAP or similar financial systems. |  |  |  |
| Knowledge of working in Local Government. |  |  |  |
| Knowledge of Project Management processes such as Prince 2 |  |  |  |
| **Qualifications** |
| **Role Profile requirements.** | **Job specific examples.**(if left blank refer to left hand column) | **Essential** | **Desirable** |
| Education to a minimum of GCSE/GNVQ Grade C in English and maths or equivalent |  |  |  |
| Business Administration – NVQ Level 2 or equivalent |  |  |  |
| Word processing – NVQ level 2 or equivalent |  |  |  |
| Experience of working at a senior level within the organisationAbility to work at both Wycombe and Aylesbury offices as and when required. |