

Overview

Post No.	ACSD010
Grade	Grade 4
Directorate	Chief Executive
Service Area	Executive Office
Team	Management team
Reporting to	Executive Office Manager

The Job

This role will work to the Executive Office Manager (EOM) and support the Councils Management Team to undertake their duties in order to ensure effective management of the Council. It will determine Management team meeting agendas, circulate papers, minute taking and track follow up actions

Generic Accountabilities of the Role

- To support the EOM to provide administrative support to the Leader of the Council.
- To work with the EOM to prepare the agendas for the Chief Executive's (CE) weekly meetings with the Leader of the Council and meetings with other senior Members.
- To develop and maintain a thorough understanding of the key issues being worked on by the Cabinet, Chief Executive (CE) and Deputy Chief Executive (DCE) and Management Team. To be able to identify sensitive issues and handle appropriately.
- To have a good understanding of the respective role of officers and Members and in particular the working relationship between the CE and the Leader and between the Management Team and the Cabinet Members.
- To provide administrative support for Management Team and, supported by the EOM, provide monthly Portfolio Briefings for Cabinet Members.
- To provide administrative support for the Director of People and Place and the Director of Governance and Organisational Development.
- To provide an effective conduit between the Cabinet, CE / DCE, Directors and Assistant Directors and develop constructive relationships that facilitates excellent team working and organisational leadership.
- With support from the EOM, to contribute to the development and maintenance of the Council's Committee Work Programme. Inform the CE and DCE and Directors of any reports which could be contentious and require appropriate handling.
- To work with the EOM to act as first point of contact for the Leader, CE, DCE and Management Team particularly with regard to Government and local Members of Parliament (MPs). Ensure all matters are handled confidentially and sensitively and make a judgement on the priority of the query and whether any action needs to be taken by the CE, DCE or another member of the Management Team. Where possible, resolve any queries on behalf of the CE / DCE / Director.

- To manage the diaries of the Management Team, arrange meetings as required whilst liaising with Members, officers, external agencies and members of the public. Again, making a judgement on the priorities of the Management Team when dealing with meeting requests.
- To be aware of all outstanding actions the Management Team have and assist them in juggling their workload and priorities by carrying out research on their behalf or manipulating the diary when necessary.
- To work with the EOM to ensure the Management Team are fully briefed and have the appropriate papers for all their meetings. Proactively undertake research to support Management Team in their roles including new policies, government announcements etc.
- To prepare and maintain records for the Management Team including highly confidential and sensitive Government, Member or staffing matters.
- To prepare reports and correspondence for the Management Team and ensure they have sufficient time allocated to meet any deadlines.
- To be aware of the Leader of the Council's commitments and ensure he is supported in his public facing role. (NB. The postholder does not support the Leader in his party-political role).
- To ensure all complaints addressed to the Leader and/or Management Team are dealt with promptly and sensitively, liaising with other officers where necessary. Make a judgement on those that need to be dealt with as a formal complaint in accordance with the Council's Complaints Procedure.
- To liaise with Government Ministers, MPs and Senior Civil Servants on behalf of the Management Team
- To support work on staff engagement including organising any ad hoc events such as the Staff Forums.
- To support the EOM in their role and deputise for them, as needed.
- To work from the Council's offices as required, to support Cabinet, CE and Management Team.
- To carry out any other duties as reasonably required.

Required Professional and Personal Attributes

Qualifications Educational and Professional	<ul style="list-style-type: none"> • High level of general education • Level 2/3 business administration qualification • Good standard of English and Mathematics (to GCSE or equivalent)
Experience	<ul style="list-style-type: none"> • Significant office experience, undertaking an Executive Assistant or PA role supporting a Chief Executive or similar senior manager. • Experience of dealing with a range of senior officers, stakeholders, the public (face to face, by phone and email) • Experience of handling sensitive and confidential information. • Experience of liaising with external bodies, as well as agencies at local, regional and national level. • Experience of drafting and amending reports

Knowledge	<ul style="list-style-type: none"> • Sound understanding of the personalised work demands of a Chief Executive or similar very senior manager. • Excellent working knowledge of Office applications including Word, Teams, PowerPoint and Excel
Special Aptitude/Skills	<ul style="list-style-type: none"> • Good interpersonal skills with the ability to relate to MP's, Councillors, Senior Officers and partner agencies with confidence
Personal Behaviours	<ul style="list-style-type: none"> • A positive approach to work with flexibility and a sense of calm when under pressure. • Highly organised and with good time management when undertaking work. • Exceptional level of personal integrity and discretion
Other	<ul style="list-style-type: none"> • Must be able to work flexibility in line with the needs of the business, this will involve attending the office on average 2 to 3 times a week and working evenings as required.

The grade for this post is determined by Job Evaluation.

The above profile is intended to describe the general nature and level of work performed by employees in this role. It is not meant to be a detailed list of all duties and responsibilities which may be required. It will be supplemented and further defined by objectives set at appropriate times, which will be developed in conjunction with the post holder. It will be subject to regular review and the Council reserves the right to amend or add to the accountabilities listed.