www.slough.gov.uk
Slough Borough Council
Growing a place of opportunity and ambition

Executive Assistant

Job Description

Position Pay Level: 6
Position Pay SCP: 24 - 29
Salary: £37,711 - £42,307 **(inclusive of Local Weighting Allowance of £1,130 per annum)**
DBS requirement: Standard

Reports to: Executive Support Team Leader
Responsible for: Executive Support for ED of Place

Main purpose of Job:

This role will require you to provide comprehensive project support to key directorate activities such as maintaining the corporate risk register, discharging outstanding audit actions and taking responsibility for the maintenance of departmental forward plans. You will be required to compile project status reports and have shared responsibility for providing secretariat support to key internal governance boards.

You will provide a full range of professional, high-level executive support services to the Executive Director of Place, enabling them to advance organisational initiatives and goals. Through gatekeeping and managing upwards, you will enable the Executive Director of Place to focus on high-level leadership and strategy functions. You should exercise judgement in prioritisation, dealing with high level matters, referring only to the Executive Director of Place as and when necessary, ensuring tact, discretion and courtesy at all times.

With thorough business area knowledge, you will be required to work autonomously, using evaluative judgement and discretion to problem solve and respond to issues, and balance competing priorities for the executive director. You will be responsible for all financial matters, budgetary management and monitoring and the management and co-ordination of the ECP process.

You will produce and keep up to date the forward plan and schedule of meetings and leadership team activity, plan and prepare for key meetings, coordinate reports and papers, take minutes, track progress of actions, enhance effectiveness by supporting the achievement of functional activities and actions.

You will organise the Executive Director's office functions and manage their diary and inbox ensuring efficient and professional operations whilst communicating with a range of stakeholders, staff and customers. You will ensure that data and information is collated, managed, stored and shared appropriately and you will present clear information in verbal, written and digital formats.

This role will require you to have excellent written and oral communication skills with an ability to build effective relationships with senior stakeholders across and outside of the Council, link information together and proactively resolve issues using professional judgement and knowledge.

General Accountabilities

Compliance

Ensure that all activities within the service comply with the Council's Constitution, Standing Orders, financial regulations, health and safety and safeguarding responsibilities and that effective systems operate within the service to manage performance and risk.

Equality and diversity

Uphold and promote the aims of the Council's equality and diversity policies to ensure non-discriminatory practices in all aspects of work, and that diversity is embedded in everything, from workforce planning and policy development to service delivery.

Specific Responsibilities:

- Provide comprehensive project support and co-ordination to key departmental activities such as maintaining the corporate risk register, discharging outstanding audit actions and maintaining departmental forward plans.
- Maintain key lines of communication and productive working relationships with a large and complex network of external stakeholders, senior managers, and other staff across the organisation to enable effective executive support.
- Keep abreast of key priorities and relevant developments for the business areas supported as well as those of the wider organisation, to enable knowledgeable and targeted support to the executive directors, to cover other diaries within the Executive assistant team as required and to react to emerging events.
- Manage the governance and transparency process for executive directors including market supplements, risk register.
- Organise and maintain the functions and diary of the executive directors including answering telephone enquiries, assisting in planning through prioritisation, allocation and organisation of appointments within a scheduled work programme. Liaise with a wide range of people to ensure that all appropriate arrangements are made for meetings, seminars etc.
- Actively contribute to building a successful and positive Executive Assistant Team by taking personal responsibility for displaying the highest standards of professional behaviour and participating in team meetings, providing value-added input and taking on assigned tasks as required.
- To provide a comprehensive service in respect of meetings and events as agreed by the executive director. This includes taking ownership of the full organisation of meetings/events including drafting agendas and reports, co-ordinate all administrative and hospitality aspects of meetings, sub committees, leadership team meetings and special project meetings. Liaise with members, internal and external agencies and organise paperwork/presentation preparation, circulation of decisions and actions and related paperwork. Progress/chase any actions as required.

- To maintain high levels of confidentiality, trust and discretion both on behalf of CE and CLT Members, acting with tact and diplomacy at all times.
- Coordinate projects and minute take key meetings on behalf of the Executive Director. To accurately record key meetings and maintain documentation, circulate in a timely manner and coordinate the completion of key actions prior to the next strategic meeting.
- Professional communications with a wide range of stakeholders. Respond to customer feedback directly, delegate to colleagues for reply where appropriate and filter incoming visitors and a heavy volume of communications with the Executive Director from a wide range of sources including the public, colleagues, Trustees, and stakeholders, partners and funders at a local, regional and national level.
- Exercise judgement in prioritisation, dealing with matters within own remit and / or referring them to the Executive Director as and when necessary, ensuring tact, discretion and courtesy at all times.
- Draft reports, presentations and correspondence on behalf of the Executive Director, research key data and information to support meetings and events and present data to the Executive Director. Utilise a range of IT applications to enable this, presenting work to a high standard of communication and to strict deadlines. Exercise personal judgement in ensuring that written communications are professional, accurate, fluent and unambiguous.
- Organise and deliver internal events and seminars. Organise and distribute programmes and presentations and be responsible for ensuring all equipment, refreshments and room requirements are in hand for the smooth delivery of the event. Initiate and deliver evaluation requirements and follow up actions from the events.
- Ensure efficient and compliant digital records and files and new and existing administrative systems including distributing data, seeking and collating responses from others, locating and collating files, correspondence or information. Files may be of a sensitive nature and should comply with data protection.
- Manage own time, setting priorities, and planning and organising own work. In appropriate circumstances, organising that of other employees so as to achieve specific and set objectives, in the most efficient way possible using the resources available and within a set timetable.
- To undertake any other project related administrative tasks required within the Council which are commensurate to the grade of the post.
- To work across directorates to provide cover to all CLT members, during peaks of high volumes of workload or others' absence.

Person Specification:

Executive Assistant

Area	Description	Essential/ Desirable
Experience	Experience of working successfully in teams, across teams and partnerships.	E
	In depth experience of at least 2 years providing secretarial/administrative support to a senior manager or board of trustees/company in a multi-faceted, complex business environment.	E
	Proven track record of embracing digital approaches and new ways of working.	E
Skills and abilities	Excellent verbal communication skills and able to demonstrate and deal effectively with a wide range of people in a courteous, helpful but assertive manner and able to exercise high levels of tact and diplomacy.	E
	Excellent written and minute taking communication skills. Able to produce accurate and concise minutes/notes. Able to compile well-written and grammatically correct documents and letters to a professional standard from the CEO.	E
	In depth IT skills, including proficient use of office software suites and flexible ways of working (e.g. video conferencing, remote working).	E
	Be highly organised and able to effectively and efficiently plan and organise own workload and that of others to meet organisational priorities and deadlines and to facilitate the progression of important events and issues.	E
	Proven track record of being able to use own initiative to make informed, appropriate and professional judgements with limited supervision and guidance.	E
Knowledge and understanding	Experience of working as an EA for a Chief Executive or Senior Leader.	E
	Knowledge and understanding of relevant work areas and demonstrable experience of working in a customer facing organisation.	E
	Knowledge of local government and the roles of Councillors and Officers.	E
	An understanding of, and a personal commitment to, the vision, aims, values and priorities of Slough Borough Council.	E
	Demonstrates an awareness of the Values and behaviours expected from Slough Borough Council to promote a positive working environment and culture. Understands fairness and dignity and equality of opportunity at work and in service delivery.	E

Area	Description	Essential/ Desirable
	Understanding of Health and Safety legislation and good practice and how it relates to themselves and others in the workplace	E
Qualifications	Evidence of continuing professional development and expert knowledge in relevant professional area.	E
	Degree Qualified as well as experience acquired through a combination of training and working in a relevant area; demonstrating self-development and an enthusiasm to learn.	D