



JOB DESCRIPTION

JOB TITLE:	Executive Assistant
DEPARTMENT:	Chief Executive
POST NUMBER:	TBC
GRADE:	4
ACCOUNTABLE TO:	Chief Executive
LOCATION:	City Offices or any other Council office as required

POST OBJECTIVE

To provide a confidential, high quality support service to the Executive Leadership Board.

This post holder will be required to provide executive support to members within the ELB, the Leader and members of Cabinet, but this may vary over time. The postholder will be nominated as first point of contact for one or more members of the ELB/Leader and this may also vary over time.

SPECIFIC ACCOUNTABILITY:

To provide an efficient, effective and confidential support service to the Executive Leadership Board and Cabinet Members. This includes liaising with colleagues throughout the organisation to resolve issues proactively and also liaising externally with PAs of other senior leaders, locally and nationally. This role requires the highest levels of self organisation, efficiency and discretion.

To ensure cover is maintained to the management suite and support provided to the Executive Leadership Board/Cabinet Members throughout the working week.

SPECIFIC TASKS:

To provide a confidential support service to the Executive Leadership Board and Leader of the council to include:

- First class ambassador for the council
- First point of contact for all enquiries
- Diary management, travel arrangements
- Meeting arrangements, meet and greet
- Dealing with incoming and outgoing correspondence, including drafting as required and dispatch in own name as appropriate
- Document management systems, to include filing, disposal of records, electronic storage

Liaise with staff and partners to collate information, prepare briefings, presentations to ensure Executive Leadership Board is briefed on issues as required.

To prepare agendas for meetings, collate and/or prepare papers, take minutes and distribute as required

To manage relevant budgets, issue purchase orders, raise and reconcile invoices

To be first point of contact for MP enquiries ensuring replies are made on time, arrange meetings, briefings and prepare responses to enquires

To co-ordinate the complaints process, ensuring second stage complaints responded to on time, co-ordinating responses as required.

To provide support to Cabinet Members as required

To liaise with the Mayoral Assistant to ensure Executive Leadership Board and Leader are present as required at Mayoral Events and briefed on protocols

Health and Safety

Every employee while at work has a duty to take reasonable care of their own health and safety and that of other persons who may be affected by his/her acts or omissions at work - Health and Safety at Work Act 1974.

Equality

Winchester City Council bases its employment practices on the concept of equal opportunity. As an equal opportunity employer the Council opposes all forms of discrimination or unfair treatment on the grounds of gender, marital status, race, colour, nationality, national origin, ethnic origin, religious belief, sexual orientation, disability or age. No employee or job applicant will be disadvantaged by any condition or requirement which cannot be shown to be justifiable.

Safeguarding

Winchester City Council has a responsibility to safeguard and promote the welfare of children and vulnerable adults. The post holder will undertake the appropriate level of training and is responsible for ensuring that they understand and work within the safeguarding policies of the organisation.

Signed Dated



PERSON SPECIFICATION

JOB TITLE: Executive Assistant

POST NUMBER: 1

DEPARTMENT: Chief Executive

DATE: November 2017

Requirements		Weighting	Assessment Method
Skills	Good written and oral communication skills	3	A/I
	Ability to work under pressure and at pace	3	A/I
	Highest levels of self organisational ability	3	A/I
	Good levels of literacy, research ability	3	A/I
	Understanding of the political environment	2	I
	Use of IT systems and databases	3	A/I
Experience	Local Authority experience	2	A
	Office experience – PA or Senior Admin level	3	A
Personal Qualities	Highest levels of confidentiality and discretion	3	A/I
	Friendly and approachable, able to work as a team	3	A/I
	Ability to work under own initiative	3	A/I
	Able to priorities workload	3	A/I
Qualifications	Good standard of general education with relevant professional qualifications an asset	3	A

Weighting

3 – Essential for the successful performance of the job

2 – Desirable but can be achieved through on the job training or experience

1 – Useful but not essential for successful performance of the job

Assessment

Application Form

A

Interview

I

Tests

T

References

R

Presentation

P

Evidence of Qualifications

Q