

<b>Title:</b>	Executive Assistant - Chief Executive Office		
<b>Career Family:</b>	Facilitating the Council	<b>Date:</b>	April 2024
<b>Career Family Level:</b>	Level 9	<b>Reference:</b>	SBC_12107
<b>Reports to:</b>	Chief Operating Officer		

### Purpose:

The Executive Assistant will play a pivotal role in providing support to the Chief Executive and key stakeholders, contributing to the effective running of Swindon Borough Council.

The post holder will have interaction across all departments and the scope of work will include oversight of governance, administration and supporting the day-to-day effectiveness of the Chief Executive Office.

The Executive Assistant will provide high level executive business support to the Chief Executive and Corporate Management Team (CMT) activities through the delivery of day-to-day support services and strategic responsibilities, ensuring tasks are completed efficiently and that the office of the Chief Executive operates effectively at all times.

### Accountabilities:

#### Chief Executive Office Support

- Provide Executive Assistant support to Chief Executive as required.
- Proactively support CMT in planning and organising CMT meetings in line with reporting requirements and other events in the annual calendar.
- Manage the Chief Executive planning calendar of events and keep on top of all meetings and forward plans - for example - weekly Corporate Management Team meetings, Informal Cabinet, Directors Group and Wider Management Team meetings, to ensure they are appropriately timed and planned, papers dispatched, minute taking and recording of decisions and action tracking.
- Coordination of all activities including briefing and preparing the Chief Executive for all meetings, ensuring a full and proactive response to daily changes in priorities and political sensitivities.
- Support the Leader of the Council with an oversight of commitments, ensuring engagements are attended and any required documents are provided as needed.
- Provide support including gathering agenda items and circulating agendas and papers in good time before meetings.
- Ensure minutes and/or action points from meetings are documented and circulated in good time.

- Ensure actions for the Chief Executive are noted, diarised and proactively managed.
- Work collaboratively with CMT colleagues and Directors Group in meeting reporting deadlines and actions, ensuring the highest standards of reporting and performance.
- Organise the arrangements for CMT development days

#### Governance

- Work with key stakeholders to manage the recruitment/selection process and arrange interviews for Corporate Management Team.
- Provide administrative support for the organisation's regular CMT including organising any pre-papers.
- Research, write and commission committee reports on behalf of the Chief Executive.
- Prepare complex reports, documents and other relevant business cases as required to support the Chief Executive, CMT and Informal Cabinet.
- Manage the Chief Executive Office budget and maintain a corporate card.

#### Office Management

- Act as the main point of contact for the Chief Executive Office, exercising good judgement in the role as gatekeeper to the office.
- Manage meeting room booking requests, including catering and any additional equipment as necessary for internal/external meetings, drawing on support from the wider organisation where appropriate.
- Work with stakeholders to ensure a safe working environment within the office.
- Liaise with the Campus Support Team to report facilities management issues with the CMT office spaces, e.g. maintenance, housekeeping.
- Managing post & deliveries for the Chief Executive Office.
- Monitor and order stationery, office supplies and other consumables for the Chief Executive Office, drawing on support from the wider organisation where appropriate.
- Order food and beverages as required, taking responsibility for accommodating dietary requirements.
- Provide support for other ad hoc requests relating to the running of the office as required, insofar as they are reasonable requests and within the scope of the role.

#### Project Support

- Support the strategic priorities of the Chief Executive and the Council, assisting in driving forward projects and the implementation of new initiatives as directed by the Chief Executive.
- Support the Chief Executive to deliver the Transformation agenda, ways of working, taking responsibility for aspects of programme delivery as required.
- Provide support on an ad hoc basis to projects, as agreed with Chief Executive.
- Assist and work closely with members of relevant project teams, providing information to the project manager as required.
- Complete administrative tasks relating to projects, including engaging with external organisations and stakeholders to update actions and progress reports.

#### General

- Organise and support meetings and coordinate governance activities.
- Support the management of expenses for Chief Executive, where required.
- Horizon scanning and co-ordinating key Swindon Borough Council activities across the year including internal and external events.
- Keep abreast of local and national developments which may have a bearing on the Chief Executive's role, providing advice as appropriate.
- Management of general enquiries (via email, telephone) to ensure a prompt response from the relevant team. Taking ownership of all issues that come into the Chief Executive Office.

- Co-ordinate and manage the organisation of events including making recommendations on venues (e.g. staff away day, organisation's events). This may include working with external event management companies or managing events in-house.
- This role will occasionally involve working outside standard hours to meet objectives.

This list is not exhaustive, and the role may involve other duties as reasonably requested by the organisation's management.

**Financial responsibilities:**

Chief Executive Office budget - £120k

**Management responsibilities:**

This role has no line management responsibilities; however, role holder must be able to challenge appropriately across the senior leadership team and hold accountability for delivery of actions.

**PERSON SPECIFICATION**

<b>Qualifications:</b>	<b>E or D</b>	<b>S / T or I</b>
1. Typically hold a recognised professional qualification in a specific Public Sector service area OR broad relevant experience acquired through a combination of job specific training and considerable on-the-job experience.	E	
<b>Knowledge and Experience:</b>		
2. Understands decision making processes in Local Government.	E	
3. Knowledge of managing correspondence and documents and ability to create, write and maintain files.	E	
4. Proven experience in administration and senior office management, including minute taking, diary management and managing schedules.	E	
<b>Aptitudes, Skills and Competencies:</b>		
5. An enthusiastic, proactive and tenacious person with good judgement.	E	
6. A positive attitude, a collaborative mindset and contributes to a supportive and inclusive work environment.	E	
7. Exceptional communication and interpersonal skills, with the ability to interact confidently with individuals at all levels.	E	

<p>8. Excellent organisational and time management skills, with the ability to multitask and prioritise effectively.</p> <p>9. High level of integrity and discretion in handling confidential and sensitive information, with superior attention to detail.</p> <p>10. Able to seek out and examine a range of information to identify patterns, trends and options, to solve more multifaceted problems.</p> <p>11. Ability to provide advice, challenge, and help others understand at different levels across the organisation.</p> <p>12. Ability to provide informal training or mentoring for less experienced colleagues.</p> <p>13. Excellent IT skills, including being proficient across Microsoft Office Suite.</p>	<p>E</p> <p>D</p> <p>D</p> <p>D</p> <p>E</p> <p>E</p>	
<p><b>Special Conditions of Recruitment:</b></p>		
<p>N/A</p>	<p>/</p>	<p>/</p>

<p><b>Employee Signature:</b></p>	
<p><b>Print Name:</b></p>	<p><b>Date:</b></p>
<p><b>Line Manager's Signature:</b></p>	
<p><b>Print Name:</b></p>	<p><b>Date:</b></p>