

Job Description



South
Cambridgeshire
District Council

DEPARTMENT	LOCATION
Chief Executives	Cambourne

JOB TITLE	POST NUMBER
Executive Assistant for the Chief Executive & Leader	0561

GRADE	SCP RANGE
4	20-25

RESPONSIBLE TO	RESPONSIBLE FOR
Chief Executive	NA

HEALTH CONSIDERATIONS/RISK/SURVEILLANCE REQUIRED

Description Of Duties And Responsibilities

Key Result Areas/Overview

To provide personal and executive support to the Chief Executive, taking responsibility for the organisation and running of the office on a day to day basis. Be responsible for providing diary and meeting support to the Leader of the Council.

Key Responsibilities/Specific Duties

- To act as first contact for the Chief Executive / Leader dealing with a wide range of issues arising in connection to council services, partnerships and projects. Issues arise in a variety of settings including via letter, telephone and e-mail and include matters which may have a significant impact on the workings of the council and its reputation. To apply the Council's complaints procedure where appropriate.
- To manage the Chief Executive / Leader's diary and correspondence through liaison with internal and external contacts including Councillors, Members of Parliament, partners and residents, working on a confidential basis with sensitive issues. To make travel arrangements, provide the Chief Executive / Leader with all papers required for each day, to receive and assist visitors, and collate and safeguard confidential information. To prepare all paperwork / presentations in relation to external meetings / attendance at events.
- To develop and maintain good working relationships with Councillors, officers and external organisations and manage the Leader's diary, assist with the handling of correspondence and receive and assist visitors.
- In the Chief Executive's absence to deal with a diverse range of corporate issues that can have a high impact on the authority. Act on information following consultation with officers and Councillors as appropriate. Liaise with the Communications team to ensure a joined-up approach to media issues.

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- To co-ordinate key projects across the Council including where the Chief Executive is sponsor or chair of the project/programme board; including arranging and servicing meetings, agenda planning, updating the corporate project tracking system, monitoring and chasing progress against project plans, making links between activities and carrying out research to support project goals.
- To support the Chief Executive in handling confidential staff related matters including staff appraisals, grievances, disciplinary investigations and recruitment, maintaining appropriate files and liaising with HR as required. Drafting of reports and correspondence and policy development. To authorise and monitor absence.
- To record and immediately forward to relevant parties all new legislation to ensure compliance. To develop and maintain an effective paper and electronic filing system.
- To be responsible for the ordering of supplies as required for the smooth running of the Chief Executive's office. To develop and maintain an effective work processes and filing systems.
- To be responsible for all arrangements in relation to meetings required by the Chief Executive / Leader, including invitations, agendas, external speakers, liaison with facilities management/venues, taking and circulating notes, minutes and actions as necessary.
- To carry out research into a range of issues including best practice in other Councils and organisations, provide analysis and reports in a clear and concise style to enable decisions to be made.
- To support the Chief Executive in managing the preparation and submission of reports to Council and its Committees. Ensuring that reports meet the corporate committee report sign off process.
- To prepare papers and presentations for internal and external meetings as required.
- To work as a team to ensure a consistent standard of executive support in all circumstances.
- To make efficient and effective use of IT systems.
- Attend meetings and functions as required which may include out of hours working.

General to all job descriptions

To comply with the Council's Equal Opportunities policy, Code of Conduct and other relevant policy, procedures and legislation.

To comply with / ensure compliance with the Council Data Protection Policies and the Data Protection Act and other relevant legislation.

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This post carries specific responsibilities for Health and Safety in particular, the carrying out/updating of Risk Assessments.

South Cambridgeshire District Council's Safety Policy and other safety procedures and guidelines are deemed part of this job description. Employees must look after their own health, safety and welfare and be mindful of other persons who may be affected by their acts. Employees must co-operate and comply with management instructions regarding Health and Safety issues and report all accidents, incidents and problems as soon as practicable to their supervisor, manager or other senior members of staff available.

The responsibilities outlined above cannot totally encompass or define all tasks that may be required of the post-holder. The outline of responsibilities given above may, therefore, vary from time to time without materially changing either the character or level of responsibility or grade.

Job Description Last Reviewed: January 2019