

Welcoming and inclusive, Bristol Temple Quarter is a place built on partnerships.

JOB DESCRIPTION

JOB TITLE:	Executive Assistant (EA)
MANAGED BY:	BTQLLP CEO
GRADE:	7

BACKGROUND

The Bristol Temple Quarter Limited Liability Partnership (BTQLLP) is seeking to appoint an Executive Assistant to join the team helping to shape the future of Bristol Temple Quarter, to create a place people want to live, work and spend time.

Bristol Temple Quarter (BTQ) is one of the UK's largest regeneration programmes. It is a partnership between the West of England Mayoral Combined Authority (MCA), Bristol City Council, Homes England, and Network Rail. The four public sector organisations have a shared vision to deliver new homes, jobs and opportunities for Bristol and the West of England.

The BTQLLP was incorporated in March 2024 to project manage the delivery of new homes and commercial space on key public sector owned sites near Bristol Temple Meads station, working with the programme partners, developers, key stakeholders, businesses, and the local community. The Executive Assistant will play a key role in the team to help make the partners' ambitions a reality.

This role is initially offered as a fixed term contract up to June 2026. As a part of our partnership, the successful candidate will be employed by the MCA but immediately seconded to work directly on BTQ as part of the LLP team. As a result, you will enjoy the same benefits and terms and conditions as MCA employees.

Led by the regional Metro Mayor, the West of England Mayoral Combined Authority brings together three local councils, the Local Enterprise Partnership and works with communities, other public services, and industry to deliver for the region; in the last year nearly three quarters of a billion pounds of new investment has been secured.

Come and help shape the future of the West of England, a place so many people are proud to call home.

OUR TEAM MISSION

Our mission is to work in partnership to deliver the ambitious regeneration vision for Bristol Temple Quarter.

In the face of complex challenges and high expectations, we will remain agile, hard-working and motivated to create a place Bristol and the West of England is proud of, with affordable homes and amazing public realm everyone can enjoy.

We are an inclusive, trustworthy and committed team using our diverse skills and innovative approaches to build new communities and workspaces.

THE ROLE

Reporting to the CEO of the BTQLLP, the EA will:

- provide an essential corporate role that supports the CEO and their team to deliver their roles in an organised way by providing a high-quality support service.
- be self-sufficient and able to work in a start-up environment.
- demonstrate an ability to handle multiple priorities and apply excellent attention to detail in the work that you do.
- anticipate the needs of the CEO and show initiative in problem solving, demonstrating a high level of professionalism and confidentiality in the work you do.

KEY RESPONSIBILITIES

1. Proactively managing the CEO's diary, meeting requests, external visits and speaking engagements and ensuring schedules are organised and run smoothly.
2. Booking meetings and making appropriate arrangement (IT facilities, room booking, room layout, refreshments, etc)
3. Undertaking inbox management and, where appropriate, responding on behalf of the CEO. With oversight of the inbox, exercising judgement, initiative, and discretion in sorting urgent and non-urgent communications to assist in the prioritisation of work where appropriate.
4. Provide secretariat support to key meetings, preparing and collating meeting documentation, including liaising with key stakeholder to gather content, ensuring a digital version is available ahead of the meeting.
5. Handling telephone calls on behalf of the CEO with discretion and tact and working with members of the wider team to ensure a high-quality administrative service is provided.
6. Proactively organising cost effective travel and accommodation.
7. Providing support for events, large scale meetings and VIP visits including venue management, guest lists, liaising closely with communications colleagues to ensure appropriate media coverage.
8. To contribute to the development and improvement of office administration systems.
9. To undertake all other duties as requested by the CEO, commensurate with the grade and status of the post.

PERSON SPECIFICATION

ESSENTIAL (MUST HAVE)

Qualifications and Knowledge

1. Business administration qualification to NVQ level 3 or equivalent qualification and /or able to demonstrate equivalent knowledge and understanding gained through experience.
2. A clear understanding of the requirements of a role that directly supports senior management.
3. Able to demonstrate knowledge and/or experience of equalities and diversity issues.
4. Excellent keyboard and IT skills, with advanced skills and working knowledge of MS Outlook, Word, Excel, PowerPoint and SharePoint. Have a willingness to learn new applications and technology as appropriate.

Experience

1. Experience of providing administrative support within a busy organisation where accuracy and pace are vital.
2. Proven ability to manage a complex inbox and electronic diary.
3. Proven ability to prioritise in a dynamic environment, managing a complex workload.
4. Experience of dealing with multiple senior stakeholders.
5. Experience of organising and supporting meetings or events.

Skills and Competencies

1. Excellent organisational skills with the ability to work in a proactive way, anticipating potential issues and using initiative to resolve.
2. Ability to work at pace, with multiple priorities and remain calm under pressure.
3. Ability to quickly establish strong working relationships with internal and external colleagues and a strong ethos of working as part of a team.
4. Excellent communication and interpersonal skills, both written and verbal.
5. High level of accuracy and attention to detail (literacy and numeracy)
6. Appreciation of the importance of discretion and confidentiality.

DESIRABLE

1. Educated to degree level or equivalent.
2. Experience of working in a complex political organisation or the public sector.
3. An awareness of the context in which the BTQLL and MCA and/ or public sector operates.
4. Experience of acting as a PA to a senior Director or equivalent.
5. Evidence of ownership and problem-solving attitude.

MCA REWARDS AND BENEFITS

Alongside a competitive salary, we offer an excellent benefits package including:

- 26/31 days annual leave plus bank holidays
- Generous Employer-Contribution Pension Scheme through the Avon Pension Fund
- Cycle to work scheme and secure bike parking
- Free eye tests for all display screen equipment (DSE) users
- Discounted monthly bus tickets
- Hybrid working to split your week between the office and home to help you achieve the best work/life balance and career goals.

The BTQ Team are based at the MCA in a new bright, airy, modern office space, with all the latest

technology, under a 10-minute walk from Bristol Temple Meads Train Station. We offer flexible and hybrid working options too if you would rather work from home, or another suitable location.

As an equal opportunities employer, we invite applicants to contact us to identify any additional support they may need during the recruitment process.

THE MCA PAY THE LIVING WAGE



We're proud to have been accredited as a Living Wage Employer. Living Wage accreditation means that everyone working at The West of England and Combined Authority receives a minimum hourly wage of £15.84 – higher than the government minimum for over 21s, currently £11.44 per hour.

Find out more here: <https://www.livingwage.org.uk/>

THE MCA ARE A FOUNDING MEMBER OF THE GOOD EMPLOYMENT CHARTER



We're proud to have been accredited as a founding Member of the West of England Good Employment Charter.

Find out more about the charter here: <https://www.goodemploymentcharter.co.uk/>