

**JOB DESCRIPTION & PERSON SPECIFICATION**

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|------------|-------------------------------------|
| JOB TITLE  | Senior Executive Assistant (to CEO) |
| MANAGED BY | Manager of the Executive Office     |
| GRADE      | 8                                   |

**THE ROLE**

Professional executive support from an experienced team is essential to ensure the smooth running and efficient operation of the Chief Executive and Mayoral functions.

The Senior Executive Assistant to the CEO is a vital member of the Executive Office team, providing proactive, high-quality executive and administrative support to the Chief Executive (CEO) and the Manager of the Executive Office. This role ensures the smooth functioning of the CEO's Office, enabling the delivery of Mayoral priorities and supporting the organisation's strategic objectives

The support provided, along with the ability to recognise circumstances that require decision making and deputising in others' absence, will help the CEO in leading the organisation in the delivery of Mayoral priorities

You will be expected to work flexibly, use judgement and personal initiative to prioritise tasks and forward plan whilst managing a busy and changing workload, to ensure that high quality administration and executive support is consistently provided.

The Senior Executive Assistant will collaborate with colleagues and foster positive internal and external working relationships. The role will require confident direct communication with a range of senior stakeholders, acting as the first point of contact and public face of the organisation in its dealing with colleagues, citizens, visitors and regional/national partners.

An ability to work effectively in a politically led environment will be key to success as the Senior Executive Assistant will work closely with the Mayor and committee members as well as the Corporate Leadership Team (CLT) and wider teams to ensure that the CEO is fully prepared for all meetings and engagements.

## **Key Attributes**

### **Trusted Support**

A reliable and professional individual who can act as a trusted support to the CEO, ensuring their time and priorities are managed efficiently.

### **Proactive Problem Solver**

A forward-thinking individual with the ability to anticipate potential challenges and implement effective solutions promptly.

### **Organised and Efficient**

A highly organised professional with exceptional multitasking skills, capable of managing complex diaries and competing priorities.

### **Excellent Communicator**

A confident communicator who can build positive relationships with a range of stakeholders and represent the CEO's Office effectively.

### **Politically Aware**

An individual with strong political awareness, capable of managing sensitive information and navigating complex stakeholder relationships.

## **KEY RESPONSIBILITIES**

### **Executive Support to the CEO**

Provide comprehensive support to the CEO, including managing a complex diary, coordinating meetings, and ensuring all engagements are well-prepared.

Act as the first point of contact for the CEO's Office, managing communications with internal teams, citizens, regional partners, and other stakeholders.

Monitor and prioritize the CEO's inbox, responding on their behalf where appropriate and flagging urgent items.

Prepare briefings, meeting papers, and schedules to ensure the CEO is fully informed and organised.

### **Coordination and Event Management**

Plan and manage large-scale meetings, events, and VIP visits, liaising with relevant teams to ensure seamless execution.

Provide support for Corporate Leadership Team (CLT) meetings, including organising agendas and follow-up actions.

Coordinate organisational events requiring the CEO's attendance, including logistics, guest lists, and media coverage.

### **Administrative Excellence**

Maintain high professional standards for correspondence and document preparation, ensuring accuracy and attention to detail.

Develop and improve office systems for document control, task tracking, and information retrieval.

**Stakeholder Engagement**

Act as a liaison between the CEO and key internal and external stakeholders, managing relationships with discretion and professionalism.

Represent the CEO's Office in meetings when required, ensuring that actions and commitments are effectively communicated and tracked.

**Leadership and Collaboration**

Deputise for the Head/Manager of the Executive Office when necessary, ensuring continuity of operations.

Work collaboratively with colleagues across the Executive Office, fostering a positive and supportive working environment.

Contribute to the development and delivery of initiatives that enhance the effectiveness of the Executive Office.

**PERSON SPECIFICATION - ESSENTIAL CRITERIA****Qualifications and Knowledge**

- Business administration qualification to NVQ level 3 or equivalent /or able to demonstrate equivalent knowledge and understanding gained through experience
- A clear understanding of the attributes and requirements for successfully supporting senior managers in a local government or similar environment
- Excellent keyboard and IT skills, with advanced skills and working knowledge of MS Outlook, Word, Excel, PowerPoint. In addition to using virtual platforms, such as teams and zoom. Have a willingness to learn new applications and technology as appropriate

**Experience**

- Providing administrative support at CEO level within a busy organisation where accuracy, discretion and pace are vital
- Experience of working within a public sector environment
- Prioritising and managing a complex workload with changing deadlines
- Planning, organising and supporting large scale meetings or events
- Managing a demanding and complex diary and inbox

**Skills and Competencies**

- Strong organisational and administrative skills, with the ability to multitask and prioritise to meet deadlines
- Excellent communication and relation skills, capable of managing senior stakeholder relationships.
- Ability to work in a proactive way, anticipating potential issues and using initiative to achieve a resolution at the earliest opportunity
- Taking accountability and working autonomously to make independent decisions with confidence where required in order to meet deadlines and demands

- Ability to recognise improvements and better ways of supporting the CEO's office

#### DESIRABLE CRITERIA

- Awareness of the context in which the West of England Combined Authority operates
- Understanding of local government governance
- Shorthand minute taking