

Designation:	Senior Executive Assistant
Grade:	Stroud 5
Hours:	37 hours per week
Location:	Ebley Mill
Job Purpose:	To assist the Council Leader, Chief Executive and Strategic Directors
Responsible to:	Corporate Policy & Governance Manager
Responsible for:	Executive Assistant

KEY DUTIES

- Proactively managing the correspondence for the Chief Executive and the leader of the Council by reading, researching and routing as needed.
- Ensure SLT members are appropriately briefed as necessary on appointments including meeting purpose and details of attendees
- Prepare correspondence on behalf of the Leader and members of SLT to send to both internal and external stakeholders
- Carry out a wide range of research and policy development activity as may be required to include preparing reports and making recommendations.
- Correspond and co-ordinate activities with a full range of Senior Stakeholders both internal and external to the Council
- To organise travel and accommodation for members of SLT as required
- If required to take accurate records of agreed actions at meetings ensuring they are written up and distributed in a timely manner.
- Distribute meeting agendas to all parties involved and communicate any changes to meetings or times.
- Comprehensively manage the diaries of the Senior Leadership Team, scheduling meetings where necessary, whilst maintaining a balance with other tasks
- Maintain a high level of confidentiality and able to deal with sensitive data as required.
- To provide line management for the Executive Assistant.

SKILLS AND KNOWLEDGE

- Good standard of education supported by an appropriate qualification if possible
- Excellent Organisation Skills
- Good communication skills and ability to use own initiative to complete tasks
- Accurate minute taking skills
- Strong administration skills

- Good IT skills
- Previous local government experience an advantage but not essential
- Good customer service skills
- Able to act confidentially when needed.

COMPLEXITY AND CREATIVITY

- Creativity and innovation is essential to this role in order to deal with conflicting priorities and organise a wide range of activities in a timely manner as well as being able to answer queries as they arise.

JUDGEMENT AND DECISIONS

Work is carried out within programmes and objectives but there may be a wide range of choices available to reach a decision. Work will need to be completed where the procedures only provide a general guideline.

CONTACTS

- Members including the leader of the Council
- Chief Executive
- Staff members
- External stakeholders
- External businesses

RESOURCES

Little or no responsibility for physical or financial resources

TRAVEL DESIGNATION

HMRC rates will apply

GENERAL

- To work with communities sometimes outside normal office hours, including weekends.
- To ensure that at all times service delivery informs, reflects and supports the Council's prevailing aims and objectives.
- To work with colleagues across the organisation as required in support of organisational goals.
- To promote the Council's overall commitment to equality of opportunity/Diversity at all times and work within the requirements of the Council's Equality Scheme.
- To undertake all training and development initiatives as required.

- To work within Health and Safety guidelines in accordance with the Health and Safety at work Act.
- To work within the requirements of the Council's Environmental Policy and Management System.
- To undertake any appropriate duties required to meet the Council's obligations under the Civil Contingencies Act.

This job description is a reflection of the present position and is subject to review and alteration in detail and emphasis in the light of future changes or developments.