



Candidate information

Senior Executive Assistant to the Chief Executive



Cambridgeshire
County Council



Thank you for your interest in the role of Senior Executive Assistant, based in New Shire Hall, Alconbury. We are looking for a highly organised and experienced professional to join our executive support team, supporting me in my day-to-day work of leading the organisation.

Cambridgeshire County Council is a purpose-led and values-based organisation. We all contribute towards making a difference to the people of Cambridgeshire and to improving life in our county, no matter what our role is.

As Senior Executive Assistant, you will support me in all aspects of my role to ensure everything runs smoothly and efficiently. This role is perfect for someone who thrives in a dynamic, complex and fast-paced environment. You will need to be proactive, resilient, and able to handle high-pressure situations whilst remaining calm and balanced. You will be an individual who has experience of supporting senior executives, preferably within a public sector organisation.

Your main responsibilities will include managing detailed calendars, co-ordinating weekly Corporate Leadership Team meetings, and managing inboxes. You will be able to multi-task, prioritise work and manage issues with professionalism, respect, tact and discretion. On my behalf, you will liaise with internal colleagues, partner organisations, councillors and also members of parliament.

Dr Stephen Moir

Chief Executive, Cambridgeshire County Council

The Executive Support Service

Our executive support function has been brought together under one service here at Cambridgeshire County Council. This offers career progression, further opportunities for learning and the benefit of working in a wider team.

As the Senior Executive Assistant, you will report to the Corporate Business Manager. You will work alongside 6 Executive Assistants each of whom support an Executive Director or the Lord Lieutenant and Chair's Office.

Our Senior Executive Assistant line manages the Personal Assistant to the Leader of the Council. Working closely together you will ensure that matters that involve both the Chief Executive and the Leader are co-ordinated, managed or responded to in an efficient way.





Welcome to Cambridgeshire County Council

- Cambridgeshire is a great place to work and live with a diverse population, an urban centre in Cambridge, historic Isle of Ely, Huntingdon and St Ives as well as more rural landscapes.
- Large areas of the county are extremely low-lying, notably Holme Fen which is the UK's lowest physical point contrasting with the Gog Magog Hills and Castle Camps. Wicken Fen is a biological site of special scientific interest managed by the National Trust.
- Our vision is creating a greener, fairer and more caring Cambridgeshire by delivering on our seven ambitions ([opens as a .pdf](#)).
- As an employee you will focus on making our vision a reality. Your work will make a real difference to the lives of people in Cambridgeshire.

Creating a **greener**, **fairer** and
more **caring** Cambridgeshire



Our CARE values

Our vision of creating a greener, fairer and more caring Cambridgeshire is supported by our values.

We have four values and these are: Collaborative, Accountable, Respectful and Excellence.

These values have been developed in collaboration with colleagues and describe how we do our jobs on a daily basis, making a difference to the residents of Cambridgeshire.





Benefits

- We value our colleagues in Cambridgeshire County Council and have developed a number of **benefits** in addition to the basics like annual leave, sick pay, pension and mileage.
- A comprehensive **wellbeing package** to cover **all aspects of wellbeing**, both in and out of work, which can also be accessed by your family.
- Buy up to **4 weeks additional annual leave** (pro-rata) through our salary sacrifice scheme.
- Take your bank holidays **flexibly** to better suit **your personal circumstances**.
- Make **Additional Voluntary Contributions** (Shared AVCs) to your pension with tax and National Insurance savings.
- Access to **development opportunities**, apprenticeships and qualified coaches to support **your personal and professional growth**.
- **Paid volunteering hours** each year so you can make a **positive impact on our community** during your normal working day.
- Access to **Peer Support Groups** through our IDEAL staff **equality, diversity and inclusion** network.
- Opportunities to nominate and receive **Employee Recognition Awards**.
- An **Our Cambs Rewards** account, giving you access to in-store and online **discounts** as well as our **Car Lease** and **Cycle to Work** schemes.
- **28 days annual leave** plus bank holidays.
- **Flexible working** including the opportunity to work from home for part of the week.

How to apply

- To apply for this opportunity, please complete an application on the Cambridgeshire County Council Recruitment Hub: [Jobs and careers with Cambridgeshire County Council](#).
- The closing date for applications to be received is 19 July 2025.
- The first round of interviews will be held on 01 August 2025.
- The second round of interviews will be held on 14 August 2025.
- If you would like to discuss the opportunity, please contact Cambria Steward, Corporate Business Manager, on cambria.steward@cambridgeshire.gov.uk or 07776 679346.

