



**North
Northamptonshire
Council**

Job Description and Person Specification

Job details

Job title: Executive Assistant

Grade: NNC Band 3

Reports to: Principal Executive Assistant (supervised by Senior Executive Assistant)

Responsible for: N/A

Directorate and Service area: Chief Executive's - Executive Support Team

Purpose of the job (why the job exists)

To provide a high level of flexible support to the Corporate Leadership Network (Assistant Directors and Heads of Service) as part of the Executive Support Team.

Responsibilities applicable to this role

Executive Support to the Corporate Leadership Network:

1. To maintain realistic and manageable diaries.
2. To ensure all aspects of meetings/conferences are organised, agendas developed and prompt action taken maintaining timely responses to deadlines at all times.
3. To attend and minute meetings as required.
4. To remain conversant with workloads for the Corporate Leadership Network in order to assist with management of workload and field enquires on service issues.
5. To liaise with members of the public and elected Members on behalf of colleagues in the Corporate Leadership Network.
6. To undertake tasks for the corporate centre, project work and research as directed with minimal supervision.
7. To receive, sort and prioritise mail, and emails, redirecting as appropriate and responding to all routine correspondence without direction.
8. To provide cover across the team as and when required.
9. Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
10. Ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons, and to comply with the policies and procedures relating to health and safety within the department.
11. Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post.

General responsibilities applicable to all jobs

1. Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
2. Comply with the Council's policies and procedures including (but not limited to) safeguarding, financial regulations, promotion of equalities, customer care, agreed audit actions and health and safety (ensuring that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons).
3. Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

Special features of the post

If a DBS Disclosure is required for the role, include the following clause (Delete if not required).

This post requires satisfactory clearance of a Disclosure and Barring Service disclosure.

If this post is Politically Restricted include the following clause (Delete if not required).

Under the Local Government and Housing Act 1989 this post is classified as a politically restricted or sensitive post. Holders of such posts are disqualified from seeking election to or being a member of the House of Commons, the European Parliament, or a Local Authority, other than a Parish Council

If there are any other special features of the job that need to be in the job description, please indicate them here.



Person Specification

Attributes	Essential criteria	Desirable criteria
Education, Qualifications and Training	<p>Able to demonstrate a good level of general education to GCSE standard in Mathematics and English or equivalent.</p> <p>Advanced IT Skills in MS Office.</p> <p>NVQ 3 or equivalent, or willingness to train.</p>	
Experience and Knowledge	<p>Previous experience of working as an Executive/ Personal Assistant.</p> <p>Substantial experience in use of IT systems e.g. Word processing, spreadsheets, internet, Excel, power point.</p> <p>Appropriate level of data protection, security awareness and confidentiality awareness.</p>	<p>Previous experience of supporting at Corporate Leadership Network level.</p>
Ability and Skills	<p>Ability to work as part of a multidisciplinary team and establish good working relationships at all levels.</p> <p>Ability to arrange conferences and meetings.</p> <p>Ability to work and act on own initiative.</p> <p>Able to contribute positively at team meetings.</p> <p>Ability to demonstrate excellent communication skills both orally and written</p>	<p>Ability to monitor and allocate work to others.</p> <p>Ability to travel between numerous locations within a short time frame.</p>

Attributes	Essential criteria	Desirable criteria
	<p>Ability to develop effective administration and support systems.</p> <p>Ability to complete tasks and projects on time and to a high standard, demonstrating a can do attitude.</p> <p>Ability to work to tight deadlines and under pressure.</p> <p>Ability to prioritise and manage own and others workloads.</p> <p>Willingness to work flexibly.</p> <p>Courteous and effective when dealing with people, exchanges information in a tactful and diplomatic manner, able to communicate effectively at all levels.</p> <p>Regularly demonstrates a positive attitude and is customer focused ensuring that the needs of our customers are maintained and managed appropriately.</p> <p>Able to ensure that internal policies and procedures are complied with.</p>	
Equal Opportunities	Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs.	
Additional Factors	<p>May be required to work outside of normal office hours on occasions at short notice.</p> <p>May be required to work at different locations depending on business need.</p>	