

Job Description and Person Specification

Job details

Job title: **Senior Executive Assistant**

Grade: SCP 23-25 (£30,151 – £32,020)

Reports to: Principal Executive Assistant

Responsible for: Supervision of the Executive Assistants

Directorate and Service area: Chief Executive's Office Directorate, Executive Support Service

Purpose of the job (why the job exists)

To act as part of the generic support to the Corporate Leadership Team primarily providing support to a Director / Executive Director.

Responsibilities applicable to this role

1. To act as primary support officer to one Director / Executive Director and provide support, along with colleagues, to all members of the Corporate Leadership Team.
2. To review and 'filter' all correspondence to the Director / Executive Director, exercising judgement based upon guidance received, directing correspondence as appropriate to the appropriate officers.
3. To undertake research and project development work on behalf of CLT as required.
4. To deal with Member and MP enquiries, and co-ordinate and draft responses to these enquiries, in conjunction with the relevant officers.
5. To prepare agendas, attend meetings and draft minutes as requested.
6. To manage the time commitments of CLT, based upon guidance received, in liaison with other CLT support staff, senior managers, other staff, Members and external organisations and individuals.
7. To support colleagues in the CLT support team as demands allow / dictate.

General responsibilities applicable to all jobs

- Demonstrate awareness / understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
- 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).
- 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.



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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).

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

This post carries a casual car user allowance.

The pattern of working hours and place of work may vary dependant on need



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Person Specification

Attributes	Essential criteria	Desirable criteria
Education, Qualifications and Training	<p>Recognised/appropriate training for example: RSA (Royal Society of Arts) / OCR (Oxford, Cambridge and RSA), BTEC (Business and Technology Education Council) or equivalent vocational qualifications.</p> <p>Level 3 qualification in Business Admin or equivalent experience.</p> <p>Competency in Microsoft Office products including Outlook, Word, Excel, Power Point and MS Teams.</p>	<p>Understanding of financial and management information systems to enable monitoring of budget.</p> <p>ERP / Financial Systems Training</p>
Experience and Knowledge	<p>Must have demonstrable experience in an executive support/managerial or complex customer service working environment.</p>	<p>Experience of providing support to Executive Director level.</p> <p>Experience of working within Local Government sector.</p> <p>Experience of supervision and allocation of work to others</p>
Ability and Skills	<p>Excellent verbal and written communication skills.</p> <p>Must be able to communicate at all levels and demonstrate report writing skills.</p>	<p>Ability to supervise colleagues</p> <p>Advance Microsoft skills including in areas such as MS Teams and the use of interactive engagement tools such as Menti.</p>



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Attributes	Essential criteria	Desirable criteria
	<p>Time management. Must be able to manage own workload and work to deadlines.</p> <p>High Level Customer Service skills.</p> <p>A high level of organisation and co-ordinating skills.</p> <p>Ability to manage a number of projects simultaneously.</p> <p>Ability to work under pressure and meet challenging deadlines.</p> <p>A team based and flexible approach to work.</p> <p>Assertive and confident approach.</p> <p>Discreet and the ability to ensure confidentiality of information to the highest levels.</p>	
Equal Opportunities	<p>Aware of the importance of Equal Opportunities and treating people fairly.</p>	
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>	<p>First Aid Certificate</p> <p>Fire Warden training</p> <p>Trained in Corporate and mandatory training</p>