



**North
Northamptonshire
Council**

Job Description and Person Specification

Job details

Job title: **Principal Executive Assistant**

Grade: (Pending Job Evaluation)

Reports to: Assistant Chief Executive

Responsible for: Executive Support Team (Senior Executive Assistants, Executive Assistants and Apprentice)

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

Purpose of the job (why the job exists)

Provide a highly effective and proactive senior executive support service to the Chief Executive and Leader of the Council. Lead the Executive Support Team in providing an efficient and pro-active service to the Corporate Leadership Team and Assistant Directors.

Principal responsibilities

1. Provide Executive Support to the Chief Executive and Leader of the Council
2. Lead and manage the Executive Support team
3. Manage the recruitment and development of the team
4. Manage the operational budget of the service

Responsibilities applicable to this role

Executive Support to the Chief Executive and Leader of the Council:

1. Lead on the development of new ways of working within the service, leading the Executive Support Team in this regard.
2. Provide and coordinate executive support services to the Leader of the Council and the Chief Executive.
3. Manage the Leader's and Chief Executive's email inboxes and calendars in consultation with the Leader and the Chief Executive.
4. Lead on the support of the Corporate Leadership Team meetings, coordinating the organisation of agendas, reports, attendance at the meeting, minutes and action management.
5. Track and monitor the progress of actions, tasks and work on behalf of the Leader and the Chief Executive.
6. Prepare documents, briefings, reports and correspondence which may, due to the subject matter, require the upmost sensitivity and confidentiality.
7. Ensure corporate processes are followed and implemented for all areas of the postholders works and responsibility.
8. Undertake any other duties appropriate to the grade as required.

Leading and managing the wider Executive Support Team:

1. Provide line management to colleagues working within the Executive Support Team, carrying out appraisals, one to ones, and managing a workforce development plan.
2. Coordinate the activity of the Executive Support Team to ensure the service effectively meets the needs of the whole Corporate Leadership Network on a day-to-day and longer-term basis.
3. Ensure continuity of service provision within the service, coordinating holiday cover and ensuring resources are used in the most effective way and where they are needed most.
4. Carry out one-to-ones and appraisals of colleagues working in the Executive Support Team (Senior Executive Assistants and Executive Assistants).
5. Manage the recruitment activity, induction and training and development of the team.
6. Manage the day-to-day budgets of the Executive Support service.

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).

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.

The role will require working flexible and anti-social hours. The post holder may be required to work evenings and weekends depending on the nature of the task. They may also be required work additional hours during peak periods.



**North
Northamptonshire
Council**

Person Specification

Principal Executive Assistant

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>Competency in Microsoft Office products including Outlook, Word, Excel, Power Point and MS Teams.</p> <p>Level 3 qualification in Business Admin or equivalent experience.</p>	<p>Formal management and / or project management training / qualification.</p> <p>Understanding of financial and management information systems to enable monitoring of budgets.</p> <p>ERP Gold / Financial systems training.</p>
Experience and Knowledge	<p>Demonstrable experience of providing executive support at a senior level within a large, complex organisation.</p> <p>Detailed knowledge of the complexities of providing executive support in both political and professional environments.</p>	<p>Experience of providing executive support to senior managers within a local authority.</p> <p>Experience of providing executive support to elected members within a local authority.</p> <p>Line management experience.</p> <p>Experience of budget management.</p>

Attributes	Essential criteria	Desirable criteria
	<p>Clear knowledge and understanding of what effective executive support services look like in practice and how they are developing in the future.</p>	
Ability and Skills	<p>Ability to work under pressure with a resilient, can-do attitude to work.</p> <p>Able to take on board feedback and constructive criticism, learning from situations and approaches taken.</p> <p>Ability to work completely on own initiative and to problem solve.</p> <p>Ability to prioritise work and meet challenging deadlines</p> <p>Proactive and flexible approach to work.</p> <p>Excellent communicator, written and verbal.</p> <p>Excellent attention to detail with an eye for accuracy.</p> <p>Ability to effective network with others and to build strong working relationship inside and outside of the organisation.</p> <p>Very discreet with the ability to maintain the utmost confidentiality.</p>	

Attributes	Essential criteria	Desirable criteria
	<p>Computer literate with the ability to learn new systems quickly.</p> <p>Fluent in English language.</p>	
Equal Opportunities	<p>Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs.</p>	
Additional Factors	<p>Ability to work outside of normal working hours dependant on business need.</p> <p>Ability to work in different physical locations as demanded by the role.</p> <p>Ability to drive with access to a vehicle.</p>	