

JOB DESCRIPTION

Job Title	Executive Assistant Officer
Salary Band	27-32
Reporting to	Head of the Chief Executive's Office
Directorate	Corporate Development and Delivery
Service Area	Chief Executives Office
Political Restriction	Yes

1. Primary Purpose of the Post
<p>To coordinate and lead on executive level support for the Chief Executive. This includes effective diary management, forward planning and horizon scanning, ensuring that the Chief Executive is appropriately briefed and supported proactively to deliver on their priorities.</p>
2. Key Role Specific Responsibilities
<ul style="list-style-type: none"> Effectively horizon scan for the Chief Executive, identifying emerging issues, potential risks, and opportunities on their behalf. Liaise closely with the wider Chief Executive Office team to ensure that a joined-up approach is taken to diary management for the Chief Executive, and that they are appropriately prepared for key meetings. Develop strong relationships across the organisation, and with external partners, to lever in effective support ensuring the progression of the priorities and objectives of the Chief Executive. Work closely with the Government Relations and Policy teams to prepare and commission briefings for the Chief Executive ahead of meetings. Drafting and preparing correspondence on behalf of the Chief Executive. Lead on effective record and inbox management, including of key stakeholders through the CRM system. Attend meetings, ensuring accurate minutes are taken and work closely with the ELT on the co-ordination, prioritisation, escalation (if necessary) and completion of actions generated in both internal and external meetings. Work with colleagues in enabling services and across the organisation to coordinate and develop the work plan for Senior Leadership Team meetings, including attending these meetings to ensuring the accurate noting of actions. Prepare complex reports, presentations, or other documents appropriate to a variety of audiences, using often complex data from a range of different sources.

3.	General Corporate Responsibilities
	<ul style="list-style-type: none"> • Promote the Combined Authority's behaviours of respect, action focussed and LCR first as well as demonstrating a commitment to continued improvement in service quality and delivery. • Maintain an up to date understanding of the relevant functions, operations, programmes, priorities and issues of the Combined Authority, its constituent Local Authorities and key external public and private sector partners. • Operating flexibly in respect of cover for all other staff in the office, to ensure service standard office hours are provided, and assist with the servicing of out of hours meetings and events. • To participate in all aspects of training and development as directed and to use all relevant learning opportunities to improve personal skills to improve effectiveness and efficiency of service delivery. • To develop the Combined Authority's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken.
4.	General Managerial Responsibilities
	<p>It must be understood that every employee has a responsibility to ensure that their work complies with all statutory requirements and with Standing Orders and Financial Regulations of the Combined Authority, and to ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice, and the Combined Authority's safety plan.</p> <p>This job description is not intended to be prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility at the time of writing.</p>

PERSON SPECIFICATION

Service Area: Chief Executives Office
Job Title: Executive Assistant Officer
Grade: 27-32

Note to Applicants. Essential criteria are marked with *. All other criteria are desirable.

	CRITERIA	METHODS OF ASSESSMENT
Qualifications and Training	1. Educated to at least 3 A Levels or equivalent.*	A
Experience & Knowledge	2. Experience of working with senior leaders* 3. Experience of working on own and use of own initiative* 4. A successful record of forward planning, prioritising, and producing work to a high standard* 5. Experience of undertaking research activities, reporting and presenting findings * 6. Experience of working in a senior managerial environment with access to confidential information* 7. Experience of summarising complex information quickly and succinctly* 8. Experience of working in local or national government*	A, I
Skills/Abilities	9. Ability to develop and maintain effective working relationships with senior manager and officers both internally and externally* 10. Ability to monitor and track a number of key streams of work at the same time, ensuring that progress is made and outcomes delivered* 11. Ability to support delivery of complex pieces of long-term work.* 12. Awareness of sensitivity and political issues* 13. Ability to analyse and interpret information and to use judgement in creating solutions to deliver complex pieces of work* 14. Effective communication skills with experience of report writing and presentations* 15. Ability to meet challenging deadlines* 16. Articulate and confident with negotiating and influencing skills* 17. High level of organisational skills* 18. Ability to analyse information and think creatively to develop advice on solutions to problems	A, I, E

	19. Understanding of and ability to maintain confidentiality* 20. High level of computer literacy especially with Microsoft packages and the production & retention of quality documents*	
Commitment	21. An understanding of, and a personal commitment to, the Vision and Aims of Liverpool City Region Combined Authority 22. A commitment to providing a high-quality customer service and ensuring service standards are met* 23. Commitment to and understanding of equal opportunities*	A, I
Other	24. Knowledge of how Local Authorities and devolution works and the key issues facing the City Region* 25. Willingness to work flexibly as and when required*	I

Key to Assessment Methods:

I - Interview P - Presentation A - Application E - Exercise T - Test AC - Assessment