



## JOB DESCRIPTION

- JOB TITLE:** Executive Assistant
- GRADE:** Band 6 (SCP19-22) (£25,480 - £27,040)
- BASE:** Guildhall, Quayside, Newcastle upon Tyne, NE1 3AF
- MANAGED BY:** Business Manager

**COVID-19 update:** Please note that NEPO is currently following the Government's advice on enabling staff to work from home if it is safe and practical to do so. Therefore, this role will be delivered remotely in an agile way, until NEPO makes any changes to these working arrangements.

### 1. SUMMARY OF POST

- a. To provide comprehensive senior administrative support to NEPO's Managing Director and Procurement & Commercial Director.
- b. As required, provide administrative and clerical support to the NEPO team to facilitate day to day running of the organisation.

### 2. JOB PURPOSE

**The key duties of this post will include:**

- 2.1 Provide comprehensive, efficient and confidential executive support to the Managing Director and Procurement & Commercial Director.
- 2.2 Act as the key contact for the Managing Director and Procurement & Commercial Director to ensure that business needs are prioritised and managed effectively.
- 2.3 Maintain and administer an electronic diary on behalf of the Managing Director and Procurement & Commercial Director to arrange appointments and meetings.

- 2.4 Maintain NEPO's Governance Plan, manage Governance central inbox, co-ordinate the submission of reports and documents within specified timescales and protocols, compile and issue agenda packs.
- 2.5 Co-ordinate ANEC Ltd board approval process for award of hub led solutions, ensuring compliance with agreed procedures and protocols.
- 2.6 Provide administrative support for meetings as required including the organisation of the meeting, booking of venues, co-ordinating papers and taking minutes/actions.
- 2.7 Use the Microsoft Office suite to produce documents, reports, letters etc. from a variety of sources, including the production and updating of spreadsheets and presentations.
- 2.8 Answer/deal with telephone and personal enquiries from a wide range of contacts regarding a variety of issues.
- 2.9 Monitor and chase up progress of tasks on behalf of the Managing Director and Procurement & Commercial Director arising from meetings, correspondence and phone calls.
- 2.10 Undertake research and manage small projects.
- 2.11 Arrange travel and hospitality requirements on behalf of the Managing Director and Procurement & Commercial Director using internal contracts and monitoring costs to ensure the best value option is utilised.
- 2.12 Organise NEPO's attendance at regional and national events and conferences. Co-ordinating delegates, and delivery of stands/ marketing materials.
- 2.13 To use the performance management framework to support and deliver improvements in organisational performance. Ensure accurate performance data is submitted within agreed timescales.
- 2.14 Maintaining records and utilising manual and/or ICT systems within NEPO to ensure a high level of accuracy of information is accessible and auditable.
- 2.15 Ensuring issues and opportunities for improvement are escalated to managers promptly so that underperformance or concerns can be addressed in a proactive and timely manner.

### **Personal Disposition**

- 2.16 Able to work under pressure and to tight deadlines in a fast-changing environment.
- 2.17 Plan and organise workload to ensure effective, efficient and timely delivery of agreed tasks to the required standard to support the overall delivery of NEPO.

- 2.18 To demonstrate high professional standards that represent NEPO in a positive and professional manner and contribute to the continuous progress and development of NEPO.
- 2.19 To build appropriate broad and professional networks to increase the influence that can be exerted on matters that concern NEPO and Member Authorities.
- 2.20 Work with Elected Members ensuring a high level of professional standards are delivered at all times.
- 2.21 Foster close and effective relationships with colleagues and customers to deliver mutual benefits as part of a regional collaborative team.
- 2.22 Take responsibility for your own health, safety and welfare ensure that organisational health and safety policy and procedures are adhered to.
- 2.23 Take personal responsibility for continued personal and professional development and contributing to the learning and growth of NEPO.
- 2.24 Carrying out other duties, engage in development activities and promote the benefits and strategy of NEPO and its services as required.

### 3. PERSON SPECIFICATION

Criteria	Essential	Desirable	How this is identified
Essential knowledge	Using full suite of Microsoft Office (Outlook, Word, PowerPoint and Excel).  Collecting and managing data to feed into reporting.	Working in a local government setting.	Application and interview
Qualifications	4 GCSE grade A – C or equivalent including Maths and English.  Appropriate NVQ Level 3 or equivalent.	Administrative qualification, such as Business Administration or equivalent.	Application and interview
Experience	Diary management and secretarial support.  Minute-taking at a range of levels, e.g. team, corporate meetings etc.  Arranging business travel,	Diary management and secretarial support to senior managers. Dealing confidently with staff at all levels.  Use of “EventBrite” or	Application and interview

Criteria	Essential	Desirable	How this is identified
	<p>transport, accommodation and events</p> <p>Managing forward plans and co-ordinating numerous types of meetings regionally and nationally.</p> <p>Arranging and supporting in-house and external events.</p> <p>Experience of dealing with enquiries from a range of people via a range of communication channels.</p> <p>Able to work to a very high standard, to tight deadlines, often under pressure.</p> <p>Working independently and flexibly.</p> <p>Acting in a professional style and manner and utilising effective communication skills.</p> <p>Working with a high level of accuracy.</p> <p>Ability to apply accurate literacy and numeracy skills to include spelling, grammar, punctuation, percentages and decimals.</p> <p>Ability to organise own work with minimum supervision.</p> <p>Ability to work as part of a team.</p>	<p>similar event management system.</p> <p>Wide and varied experience of office work.</p> <p>Working with Elected Members.</p>	

**ENDS**