

# JOB DESCRIPTION

**JOB TITLE:** Executive Assistant

**GRADE:** Band 6

**BASE:** Northern Design Centre, Abbots Hill, Baltic Business Quarter, Gateshead, NE8 3DF

**MANAGED BY:** Managing Director

## 1. SUMMARY OF POST

To assist the Managing Director and the Procurement & Commercial Director in the effective operation of their offices. Provide excellent professional support that is highly valued by our internal customers and all other stakeholders. Support NEPO's governance and internal communications by providing the provision of professional and high-quality senior secretarial and administrative support.

## 2. JOB PURPOSE

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

- 2.1 Contribute to the work of the Managing Director and the Procurement and Commercial Director to ensure they can operate effectively, and improve existing ways of working to develop lean systems with procedural guidance.
- 2.2 Provide high-level secretariat and administrative support to the Managing Director and Director of Procurement and Commercial, ensuring they are well equipped for meetings and enabling them to have planning time.

- 2.3 Proactively and effectively manage complex diaries, paying close attention to detail and accuracy, making decisions regarding appropriate use of time and resources. Assist in the planning of high-level meetings, visits, and events ensuring all details are confirmed and correct.
- 2.4 Organise presentations, produce briefing notes, and provide information for meetings. Take initiative to follow up actions which would include working with others to complete tasks, all of which will advance the work of the Managing Director and the Procurement and Commercial Director.
- 2.5 Maintain and develop NEPO's Governance Plan, coordinate meetings across NEPO's governance structure communicating key deadlines to the team and stakeholders and proactively manage forthcoming deadlines. Arrange and attend meetings, take notes and produce confidential minutes; ensuring follow-up actions, key messages, and decisions are communicated across the organisation. Ensure the submission of reports and documents within specified timescales and protocols, compile, and issue agenda packs.
- 2.6 Communicate information verbally and in writing both internally and externally, often as the first point of contact. This will require building a broad knowledge and understanding of NEPO to ensure that information, meetings, and contact requests are handled appropriately or redirected to the correct person.
- 2.7 Support the Managing Director with internal communications to ensure effective and efficient channels are facilitated and the team are informed and connected.
- 2.8 Act as the first point of contact and gatekeeper for NEPO and manage central inboxes, ensuring adequate cover arrangements are in place. Those seeking contact with the Managing Director and Procurement and Commercial Director make the best use of executive leaders' time, taking the initiative to seek advice from colleagues and paying close attention to both immediate priorities and longer-term planning. Refer complex or specialist queries or issues to the appropriate person
- 2.9 Support recruitment processes across NEPO working with NEPO's HR advisors NEREO, to advertise opportunities, arrange and

- facilitate interviews, undertake pre-employment checks, issue employment contracts and maintain personnel files.
- 2.10 Arrange travel and hospitality requirements using internal contracts and monitoring costs to ensure the best value option is utilised.
  - 2.11 Where required rotate duties with other members of staff in the organisation to ensure cover is provided at all times of absence.
  - 2.12 Use the performance management framework to support and deliver improvements in organisational performance. Ensure accurate performance data is submitted within agreed timescales.

### **Personal Disposition**

- 2.13 Able to work under pressure and to tight deadlines in a fast-changing environment.
- 2.14 Plan and organise your workload to ensure effective, efficient, and timely delivery of agreed tasks to the required standard to support the overall delivery of NEPO.
- 2.15 To demonstrate high professional standards that represent NEPO positively and professionally and contribute to the continuous progress and development of NEPO.
- 2.16 To build appropriate broad and professional networks to increase the influence that can be exerted on matters that concern NEPO and Member Authorities.
- 2.17 Work with Elected Members ensuring a high level of professional standards is delivered at all times.
- 2.18 Foster close and effective relationships with colleagues and customers to deliver mutual benefits as part of a regional collaborative team.
- 2.19 Take responsibility for your health, safety, and welfare to ensure that organisational health and safety policy and procedures are adhered to.

- 2.20 Take personal responsibility for continued personal and professional development and contribute to the learning and growth of NEPO.
- 2.21 Carrying out other duties, engaging in development activities, and promoting the benefits and strategy of NEPO and its services as required.

### 3. PERSON SPECIFICATION

Criteria	Essential	Desirable	How this is identified
Essential knowledge	Using the full suite of Microsoft Office (Outlook, Word, PowerPoint, and Excel).  Collecting and managing data to feed into reporting.	Working in a public sector 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, transport, accommodation, and events  Managing forward plans	Diary management and secretarial support to senior managers.  Dealing confidently with staff at all levels.  Use of "EventBrite" or a similar event management system.  Wide and varied	Application and interview

Criteria	Essential	Desirable	How this is identified
	<p>and co-ordinating numerous types of meetings regionally and nationally.</p> <p>Arranging and supporting in-house and external events.</p> <p>Experience in 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</p>	<p>experience in office work.</p> <p>Working with Elected Members.</p>	

Criteria	Essential	Desirable	How this is identified
	supervision.  Ability to work as part of a team.		