

## Job Profile comprising Job Description and Person Specification

### Job Description

<b>Job Title:</b> Executive Assistant	<b>Grade:</b> SO1 -SO2 24-month fixed term post
<b>Section:</b> Arts and Culture team	<b>Directorate:</b> Chief Executive
<b>Responsible to following manager:</b> Programme Director	<b>Responsible for following staff:</b> N/A
<b>Post Number/s:</b> Xxxx	<b>Last review date:</b> July 2024

#### Working for the Richmond/Wandsworth Shared Staffing Arrangement

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth Councils. The overall purpose of the Shared Staffing Arrangement is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

This is not a home-based role and it is expected that the employee averages 2 days per week in the office.

The Shared Staffing Arrangement aims to be at the forefront of innovation in local government and the organisation will invest in the development of its staff and ensure the opportunities for progression that only a large organisation can provide.

#### Job Purpose

To provide effective, efficient and comprehensive executive assistance to the London Borough of Culture Programme Director and the Lead Member, to ensure a consistently high level of response to both internal and external customers, including partner organisations and members of the public.

The post holder handles, diverts and resolves, wherever possible, incoming enquiries to the Programme Director and Lead Member through various access channels, including face to face, telephone, email, web and letter ensuring that as many enquiries as

possible are resolved at first point of contact and ensuring a response within required timescales.

### **Specific Duties and Responsibilities**

#### **SO1**

- To act as first point of contact for the Programme Director and respond to incoming communications and enquiries using own initiative and discretion to resolve issues where possible on their behalf.
- To provide comprehensive executive support service to the Programme Director and Lead Member including managing diaries, correspondence, organising and preparation of paperwork for meetings – preparation of agenda, collating and circulating papers and travel arrangements
- To use the Council's financial system to raise purchase orders and validate and manage payment of invoices for those orders ensuring that financial instructions are adhered to in the ordering of and payment for goods
- To ensure all members enquiries are dealt with promptly and effectively
- To ensure that provision of supplied and equipment for directorate office functions is relevant and value for money
- To contribute towards the development of good working relations and collaborative arrangements with partner and other external organisations
- To provide support with HR functions for new staff / leavers / contractors

#### **SO2**

- To liaise with lead Cabinet Members on behalf of the Programme Director and Project Leads (Heads of Service) ensuring appropriate support is offered and prioritised and liaising with all Members generally.
- To assist the Programme Director and Programme team with the management of budgets, to ensure all necessary processes and procedures are carried out in a timely and effective way.
- To liaise with our Council departments, other London boroughs, and external agencies as required.

## **Generic Duties and Responsibilities**

- To contribute to the continuous improvement of the services of the Boroughs of Wandsworth and Richmond.
- To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety.
- To adhere to security controls and requirements as mandated by the SSA's policies, procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems
- To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
- To understand both Councils' duties and responsibilities for safeguarding children, young people and adults as they apply to the role within the council.
- The profile is not intended to be an exhaustive list of the duties the post holder will carry out. Other reasonable duties commensurate with the level of the post, including supporting emergency and priority situations, will form part of the role.

## **Additional Information**

N/A

## **Team structure**

Structure is being developed as this is a new programme.

## Person Specification

<b>Job Title:</b> Executive Assistant	<b>Grade:</b> SO1 – SO2
<b>Section:</b> Arts and Culture Team	<b>Directorate:</b> Chief Executive's
<b>Responsible to:</b> Programme Director	<b>Responsible for:</b> N/A
<b>Post Number/s:</b> 1	<b>Last Review Date:</b> July 2024

### Our Values and Behaviours

Our values are:

THINK BIGGER

EMBRACE DIFFERENCE

CONNECT BETTER

LEAD BY EXAMPLE

PUT PEOPLE FIRST

Our Values are embedded across the SSA and throughout all roles and responsibilities at all levels of the organisation. Please [familiarise yourself with our values](#) as they are an integral part of our recruitment and selection process.

Person Specification Requirements			Assessed by A/I/T/C (see below for explanation)
Knowledge	Essential	Desirable	Assessed
Good knowledge of PA/Executive Assistant work, including extensive diary management	X		A/I/T
Good knowledge of the Data Protection Act 1998 and GDPR	X		A/I
Recognised level of expertise in relation to duties described in the job description	X		A/I

<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessed</b>
Significant experience of managing own workload, under pressure, to meet deadlines.	X		A/I
Experience of preparing for and planning a variety of meetings	X		A/I
Good experience of PA/Executive Assistant work at senior level including extensive diary management and handling confidential and/or sensitive material.	X		A/I
<b>Skills</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessed</b>
Good knowledge of standard IT packages to an advanced level (MS office – Outlook, Word, PowerPoint) and ability to learn new ones	X		A/I/T
Good level of communication skills in English, both written and oral, to provide clear and concise messages in a variety of internal/external contexts	X		A/I
Ability to work flexibly within a team environment and respond to changing priorities	X		A/I
To be proactive in dealing with all areas of work and willing to take on different elements of work should the service require.		X	A/I
<b>Qualifications</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessed</b>
Educated to A level standard or equivalent		X	A/C
Evidence of a secretariat qualification, e.g. OCR/RSA level 2/3 or equivalent or by experience		X	A/C

**A – Application form / CV**

**I – Interview**

**T – Test**

**C - Certificate**