

**Part A - Grade & Structure Information**

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| **Job Family Code** | **8BF** | **Role Title** | **Partnership Executive Assistant – (Level 1)** |
| **Grade** | S8 | **Reports to (role title)** | **Director of THPT** |
| **School** | **The Howard Partnership Trust** |
| **JE Band** | 269-313 |
| **Date Role Profile was created** | **Dec-17** |
| **Part B - Job Family Description**  The below profile describes the general nature of work performed at this level as set out in the job family. It is not intended to be a detailed list of all duties and responsibilities which may be required. The role will be further defined by annual objectives, which will be developed with the role holder. The Council reserves the right to review and amend the job families on a regular basis. | | | |
| **Role Purpose**  including key outputs | Directly responsible to the Deputy CEO and other Directors Executive Leaders/members of the Executive Leadership Team (ELT) of The Howard Partnership Trust, under the guidance and leadership of the Executive Assistant to the CEO Directly responsible for no other staff members.  To provide an efficient, accurate and confidential administrative, research and general support service to the Deputy CEO and other members of the Executive Leadership Team (ELT) as required.  Key Liaison: MAT staff including ELT, Heads and Business Support Leaders, Trustees, Governors, External stakeholders and accountable bodies eg RSC, DfE, EFSA, LA, Ofsted.  Duties will include but are not restricted to:  Provide an informed, accurate comprehensive and confidential EA service as required, including diary management, acting as key point of contact and prioritising incoming communications; liaising where necessary with appropriate staff and other stakeholders  To assist in organisation of the administrative workload/s for members of ELT, recommending items to be dealt with in order of priority  To assist the EA to the CEO with ELT-driven work, as directed by the EA to the CEO and understood by the Deputy CEO and other Executive Leaders. Actively lead/manage specific projects and their development as directed by the Deputy CEO and/or other Executive Leaders  Collate and send documentation, including for meetings, as required to ELT, Trustees, Governors, LA Officers etc. Ensure that information required is available; this may include the preparation of reports or responding to requests for information as appropriate  Take minutes/notes of meetings when required. Ensure that information required is available; this may include the preparation of reports or responding to requests for information as appropriate. | | |
| **Work Context** | Maintain confidentiality in and outside of the workplace with particular regard to data on the Trust’s computer systems  Be pro-active in matters relating to health and safety, safeguarding and data protection  Use IT skills to produce and manipulate data and documents to ensure a high standard of accuracy and presentation  Support aims and ethos of the Trust, setting a good example in terms of dress, behaviour, punctuality and attendance  The successful candidate will be subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS)  The Howard Partnership Trust is committed to the safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment | | |
| **Line management responsibility**  if applicable | Directly responsible for no other staff members | | |
| **Budget responsibility**  if applicable | n/a | | |

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| **Representative Accountabilities** Typical accountabilities in roles at this level in this job family | Analysis, Reporting & Documentation  • Prepare and analyse management information, including financial reports / project plans,  recommending actions as appropriate.  • Maintain, develop and review business support systems, processes and procedures to secure a  quality, cost effective service and continuous improvement.  Service Delivery  • Deliver a range of specialist services advising and assisting customers in area of expertise, to  maximise service quality, efficiency and continuity.  • Maintains knowledge of the organisation’s current systems, policies and procedures.  • Resolve issues/queries independently, recommend alternative solutions if unable to assist, and  ensure efficient, day-to-day customer service is delivered.  Planning & Organising  • Monitor service objectives and standards within own area of work to ensure effective service  delivery.  • Plan and prioritise own work activities for the months ahead, to ensure operational efficiency.  Respond effectively to changing demands, adjusting priorities as needed.  Finance/Resource Management  • Assist budget/resource management in accordance with the organisation's policies and  procedures.  • Maintains, develops and reviews financial support systems, processes and procedures.  Work with others  • Liaise, communicate and build relationships with other internal departments, customers, partner  organisations, agencies and/or contractors to support and represent the team/service.  • Undertake and coordinate projects and reviews in a defined area of activity to support and  enhance service delivery.  People Management  Either:  • Manage staff, allocating and prioritising their work and manage performance to secure efficient  service delivery.  • Oversee the work of others as the most experienced team member.  And/Or:  • Operate as an individual maintaining and improving operational efficiency and quality of service  of own area.  • May be recognised as the main point of contact for a particular specialised process, system or  procedure or for a senior member of staff.  Duties for all  Values: To uphold the values and behaviours of the organisation.  Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.  Health, Safety & Welfare: To maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of themselves and others. |
| **Education, Knowledge, Skills & Abilities, Experience and Personal Characteristics** | • Educated to ‘A’ level standard, or able to evidence ability at an equivalent level.  • Professional business qualification to NVQ Level 4, or able to evidence knowledge and understanding of appropriate business disciplines; willingness to study for a relevant professional qualification if appropriate.  • For some roles a relevant degree may be required.  • Excellent IT skills.  • Excellent written and oral communication skills with the ability to build sound relationships with  customers, adapting styles to different situations.  • High level administrative/organisational and analytical skills.  • Ability to manage a range of projects through to completion.  • Effective interpersonal, influencing and negotiation skills.  • Practical experience and understanding of business supporting service teams and/or providing  support to the public (where appropriate).  • Experience of leading a team (where appropriate). |

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| **Details of the specific qualifications and/or experience if required for the role in line**  **with the above description** | Essential:   * Relevant administration qualifications e.g. PA qualification, Pittmans, Business Administration Level 3 * Experience of working as a PA or Executive Assistant or Senior Admin support at Director or similar level * Experience of providing high-level support in a busy, politically sensitive environment * Experience of using a wide range of office equipment and ICT software, information systems in an administrative environment * Experience of producing meeting notes and documents of a high quality * Advanced level of ICT skills including of Microsoft Excel, Word, Power Point and Access * Experience of managing and organising a Director’s daily and upcoming work programme * Experience of developing and setting up new systems and procedures   Desirable:   * Experience of delivering similar services within an education or public sector environment * Project management qualifications/experience/training |
| **Role Summary** | Roles at this level may manage a straightforward operational activity or small team, provide  specialist support services or they may be in the second year of a professional career development role. They have in-depth knowledge of methods, systems and procedures and possess practical understanding in one or more disciplines, for example finance, HR, communications, facilities, procurement. They are often process ‘experts’ seeking to deliver maximum efficiency within a defined process. A thorough knowledge of their own area or discipline is required although overall supervision from a more experienced professional is in place. They work collaboratively with customers, staff, partner organisations, agencies and/or contractors and play a major role in maintaining quality standards and/or engaging in project management. |

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