

Job title Cabinet Executive Assistant

Grade 6

Our Vision

An innovative, ambitious, and sustainable county, where everyone has the opportunity to prosper, be healthy and happy.

Our Outcomes

We want everyone in Staffordshire to:

- Have access to more good jobs and share the benefit of economic growth.
- Live in thriving and sustainable communities.
- Be healthier and more independent for longer.

Our Values

Our People Strategy sets out what we all need to do to make Staffordshire County Council a great place to work, where people are supported to develop, flourish, and contribute to our ambitious plans. Our values are at the heart of the Strategy to ensure that the focus is on what is important to the organisation and the people it serves:

- Ambitious – We are ambitious for our communities and citizens.
- Courageous – We recognise our challenges and are prepared to make courageous decisions.
- Empowering – We empower and support our people by giving them the opportunity to do their jobs well.

About the Service

The Corporate Operations Team is a central business support function which is aligned to meet the requirements of Staffordshire County Council, and which fulfils the needs of the organisation as it evolves.

Business and Executive Support

- Ensures consistent high-level business support across the organisation.
- Flexible and able to meet fluctuations in demand within existing resources.
- Clearly defines the relationship between business support and the services, maximising the potential and skills of support staff.
- As a corporate function, ensure all governance processes and procedures are followed across the whole organisation and timescales met for the publication of information.

Reporting Relationships

Responsible to: Senior Cabinet Executive Assistant

Responsible for: N/A

Key Accountabilities: To provide a full-bespoke professional Executive support service to members of the Cabinet ensuring efficient and effective support, proactively anticipating their needs and actions, working with a high level of initiative, autonomy, and confidence to act independently in the best interest of the Cabinet Member(s) with minimal supervision.

1. Be the principle point of contact for members of the Cabinet and proactively manage the flow of work by effectively screening all correspondence and communications, both internal and external, (telephone, mail, e-mail and face to face) initiating, drafting, coordinating, redirecting and proof-reading replies to all forms of correspondence in a timely manner with due regard to priorities, deadlines, and County Council Data and Information management policies, ensuring all queries are resolved as far as possible or redirected and tracked.
2. To proactively manage the Cabinet members diaries ensuring that it is accurate and timely, arranging internal and external meetings, taking value judgements over entries, organising appropriate travel and hospitality, and ensuring that relevant paperwork is available in a variety of sources according to requirements. Including the coordination of effective briefings with appropriate officers relating to their portfolios.
3. To operate and maintain the Cabinet members electronic and manual filing systems, research and retrieve information from specified and

unspecified sources, including effective forward planning and chase systems, ensuring that all forms of communication are logged and managed with relevant service leads, systems, processes, and timelines.

4. To maintain knowledge and understanding of the County Council departmental structures and responsible officers for the coordination of enquiries, highlighting any identified risks including reputational and medial arising from cabinet members correspondence.
5. To maintain a knowledge of the responsibilities and functions of the Cabinet Members, understanding their portfolios to accurately identify relevant activities and departments/officers. Building professional relationships and strong working networks to effectively manage portfolio queries in support of the Cabinet Members in their role.
6. To communicate effectively with a wide range of professional, public, and senior officers with a high-level customer service approach. Being impartial, courteous, and professional always.
7. To coordinate the preparation and organisation of events, activities and key meetings involving Cabinet members liaising with external organisations/governing bodies and partners, ensuring all materials and papers required by the Cabinet Member(s) are prepared in advance. To attend and transcribe meetings accurately. Create reports and collate information and statistics, from routine to complex, as directed
8. To support the development of new procedures and techniques to improve the efficiency and effectiveness of the service, providing support and resilience across the team for consistency. To collaborate and engage with the wider Business Support teams to access capacity, knowledge, and skills.
9. Provide administrative support as directed when responding to any major incident (multi- agency and single agency); supported by the Lead Officer and Staffordshire's Civil Contingencies Unit.

Such other duties that may arise and be relevant to the role and grade of the post.

Professional Accountabilities:

The post holder is required to contribute to the achievement of the Council objectives through:

Financial Management

Personal accountability for delivering services efficiently, effectively, within budget and to implement any approved savings and investment allocated to the service.

People Management

Engaging with People Management policies and processes.

Equalities

Ensuring that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

Climate Change

Delivering energy conservation practices in line with the Council's climate change strategy.

Health and Safety

Ensuring a work environment that protects people's health and safety and that promotes welfare, and which is in accordance with the Council's Health & Safety policy.

Safeguarding









Commitment to safeguarding and promoting the welfare of vulnerable groups. The content of this Job Description and Person Specification will be reviewed on a regular basis.




Person Specification

A = Assessed at Application

I = Assessed at Interview

T = Assessed through Test

Minimum Criteria for Disability Confident Scheme *	Criteria	Measured by
	Qualifications/Professional membership <ul style="list-style-type: none"> • Possess a Business Administration qualification, NVQ Level 2 or equivalent experience. • ICT qualification / experience equivalent to the competency level of ECDL including keyboard and typing skills. • Minimum of 5 GCSE grade C or above including the specific subjects of English and Maths or equivalent qualifications. 	All A
    	Knowledge and Experience <ul style="list-style-type: none"> • Experience of the provision of a full PA/Executive support service at a senior level in Local Government or other complex organisational setting. • Knowledge and understanding of Staffordshire County Council's committee process and an awareness of key initiatives impacting on local government. • Understanding of the roles and responsibilities of senior managers, elected members and political management in a large / complex organisation. • Ability to collate information from a range of sources and assimilate large amounts of data into accurately reports including budgetary information. • Ability to bring an innovative approach to problem solving with a commitment to enhancing and improving service provision. • Ability to challenge at all levels and enquire whilst maintaining effective relationships and personal integrity. • Experience of dealing with complex, sensitive, and contentious issues with a professional and customer focused approach. • Ability to manage a complex sometimes unpredictable workload with conflicting demands, achieve targets and respond flexibly to changing needs and priorities with limited supervision, remaining calm under pressure. • Significant experience of using a broad range of software applications including Microsoft applications and bespoke information systems with an understanding of relevant policies and legislation for data and information management. 	I A I A/I I I I T T
 	Skills <ul style="list-style-type: none"> • Effective planning and organisational skills with an attention to detail, demonstrating a methodical approach in managing a demanding complex workload with conflicting deadlines in a pressured environment, and the ability with minimum supervision to: <ul style="list-style-type: none"> ◦ prioritise to meet deadlines ◦ deal with multiple demands on time • Effective interpersonal and communication skills both written and oral with the ability to: <ul style="list-style-type: none"> ◦ deal with complex, sensitive, and confidential matters 	A/I I

  	<ul style="list-style-type: none"> ○ establish and nurture good working relationships with staff and stakeholders at all levels ○ challenge and enquire whilst maintaining effective relationships ○ high level negotiating and influencing skills • Loyal, reliable, discrete & confident • Desire to work corporately, recognise responsibilities which cross strategic and operational boundaries • Enthusiastic with a high level of personal drive, and tenacity. • Committed to continuous personal & professional development • Dynamic, flexible with the ability to multi-task • The ability to work under minimum supervision using initiative to resolve issues and matters that arise 	 A/I A/I A/I A/I A/I A/I
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This post is designated as a casual car user



If a disabled person meets the criteria indicated by the Disability Confident scheme symbol and provides evidence of this on their application form, they will be guaranteed an interview.

We are proud to display the Disability Confidence Symbol, which is a recognition given by Job centre plus to employers who agree to meet specific requirements regarding the recruitment, employment, retention, and career development of disabled people.

If you need a copy of this information in large print, braille, another language on cassette or disc, please ask us by contacting
Talent & Resourcing Team 01785 278300