

# INFORMATION PACK

## EXECUTIVE ASSISTANT

APRIL 2018

Note that applications should be made on our own application form along with an accompanying CV in a format of your choice.

If you require an application pack in a different format please contact the Administration Office on 01482 240200.

Closing Date: Friday, 11 May 2018

Interview Date: Wednesday, 30 May 2018

# JOB DESCRIPTION

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| <b>JOB TITLE:</b> Executive Assistant   |
| <b>LOCATION:</b> The post holder will be based at Wellington House (Beverley Road, Hull) but travel within the Hull, East Riding and Grimsby areas may occasionally be required.  |
| <b>SALARY:</b> circa £22,000  |
| <b>HOURS:</b> The post holder is required to work their contracted hours flexibly to meet the needs of the Senior Management Team and the organisation which may include occasional evenings, weekends or public holidays.  |
| <b>REPORTS TO:</b> Operations Director  |
| <b>OVERALL PURPOSE OF THE JOB</b><br><br>As the Executive Assistant you will work closely with the Senior Management Team (SMT) to provide personal administrative (PA) support, usually on a one-to-one basis. You will help SMT members to make the best use of their time by dealing with secretarial and administrative tasks as well as other delegated tasks.   |
| <b>ROLE DUTIES AND RESPONSIBILITIES</b><br><br>As a PA, you will often act as the manager's first point of contact with people from both inside and outside the organisation. Tasks are likely to include: <ul style="list-style-type: none"><li>• devising and maintaining office systems, including data management and filing;</li><li>• arranging travel and accommodation and, occasionally, travelling with the manager to take notes or dictation at meetings or to provide general assistance during presentations;</li><li>• screening phone calls, enquiries and requests, and handling them appropriately;</li><li>• meeting and greeting visitors at all levels of seniority;</li><li>• organising and maintaining diaries and making appointments;</li><li>• dealing with incoming email and post, often corresponding on behalf of the manager;</li><li>• carrying out specific projects and research, presenting findings;</li><li>• producing documents, briefing papers, reports and presentations;</li><li>• organising and attending meetings and ensuring the manager is well prepared for meetings;</li><li>• liaising with suppliers, staff and people who are using the charity's services;</li><li>• responsibility for administrative accounts and budgets;</li><li>• taking on some of the manager's responsibilities and working more closely with the wider Leadership Team;</li><li>• deputising for the manager, making decisions and delegating work to others in the manager's absence;</li><li>• being involved in decision-making processes;</li><li>• supervising, recruiting, training and supporting administrative staff and volunteers;</li><li>• delegating work as appropriate to other members of the admin team.</li></ul> |

## NOTES

This job description is not intended to be exhaustive in every respect but rather to define the fundamental purpose, responsibilities and dimensions of the role.

In addition to the contents of this job description employees are expected to undertake any and all reasonable tasks allocated and identified by line management as being necessary for the proper performance of your role within the organisation and the overall business objectives of the organisation.

## Person Specification

When we shortlist applications we do so based on the information you tell us. Try to give us as much evidence as possible to show where you meet the requirements of the role. This can include experience from outside of paid work such as volunteering or caring responsibilities.

| Job Title: Executive Assistant |   | Created: April 2018 |           |
|--------------------------------|---|---------------------|-----------|
| Area                           | Criteria  | Essential           | Desirable |
| Key knowledge/ Understanding   | Advanced working knowledge of using MS Office to a high standard within an office environment, especially MS Word, Excel and Outlook with the ability to learn new systems. | ✓                   |           |
|                                | High level understanding of issues around confidentiality and discretion  | ✓                   |           |
| Relevant experience            | Extensive experience of working in a high level administrative role with the ability to devise and maintain office systems  | ✓                   |           |
|                                | Of researching, digesting, analysing and presenting material clearly and concisely  | ✓                   |           |
|                                | Of supervising, motivating and supporting staff   | ✓                   |           |
|                                | Of producing briefing papers, reports and presentations to a high standard  | ✓                   |           |
| Key competencies               | Able to work on own initiative, plan and prioritise own work to meet strict deadlines whilst co-ordinating the work of others   | ✓                   |           |
|                                | Highly developed and effective written and oral communication skills  | ✓                   |           |
|                                | Able to influence others using convincing and well considered arguments   | ✓                   |           |
|                                | Able to respond flexibly by adapting to changing needs whilst effectively managing a wide range of different tasks  | ✓                   |           |
|                                | Able to stay focussed on key priorities and remain resilient when under pressure  | ✓                   |           |
|                                | Has the confidence to make sound decisions quickly when necessary and consults/involves others in decisions that impact them.   | ✓                   |           |
|                                | Able to monitor and stay within budget at all times by maximising the use of resources and avoiding waste   | ✓                   |           |
|                                | Able to provide clear leadership to others, ensuring they understand expectations, that workloads are achievable and provide constructive feedback and guidance             | ✓                   |           |
| Additional requirements        | Possession of a full current driving license with use of, a motor vehicle for work purposes and prepared to travel across the region.                                       |                     | ✓         |
|                                | Ability to work additional time, and possibly out of hours, if required   | ✓                   |           |

# Summary of Terms and Conditions

## 1. Probationary Period of Service

All new staff will undergo a probationary period which will generally be the first six months.

## 2. Disclosure and Barring Service (DBS)

It is a condition of employment that all staff have a DBS Disclosure at the appropriate level which will be paid for by Hull and East Yorkshire Mind.

## 3. Hours of Work

As per your contract of employment. All hours to be worked on a flexible basis to meet the needs of clients and the organisation. Staff who work more than six hours per day will take an unpaid lunch break of not less than 30 minutes.

## 4. Pay

No automatic annual increments are payable except for any cost of living increase which may be awarded to all employees at the absolute discretion of the Executive Committee.

## 5. Annual Holidays and Holiday Pay

The normal annual holiday entitlement with pay is 25 working days for full time staff and on a pro rata basis for staff working part time. In addition paid leave will be granted for all bank holidays (on a pro rata basis for part time staff) in each year.

## 6. Payments During Sickness/Injury

Staff who are absent from work for reasons of sickness, or injury sustained whilst carrying out their duties for Mind, will receive Statutory Sick Pay only in their probationary period and up to four weeks full Company Sick Pay in a 12 month period thereafter.

## 7. Pension Scheme

Under the Government pension regulations all eligible staff will be automatically enrolled into the Company Pension Scheme currently provided by Friend's Life. Staff contributions will be in line with the minimum percentage of gross basic earnings set by the Government. The employer contribution will be 3% of gross basic earnings. Additionally staff who are either non eligible or not entitled, under the regulations, may join the scheme and the same contribution levels would apply.

## 8. Subsistence and Travelling Expenses

Subsistence and travelling expenses are paid at rates determined by Hull and East Yorkshire Mind. Staff who work from home will have the first 10 miles deducted from their daily mileage claim.

## 9. Trade Union Membership

Employees have the right to join or not to join a Trade Union.