



## EXECUTIVE ASSISTANT JOB PROFILE

Job Title:	Executive Assistant to the Chief Executive Office
Accountable to:	Head of Chief Executive Office & the Chief Executive
Location:	Flexible with regular travel to London required
Key working Relationships:	<p>Internal: Chief Executive, Chair and Board Corporate Management Team, Assistant Directors, Board &amp; CMT Secretariat, Head of Chief Executive Office, Executive Assistants, children and families and other stakeholders.</p> <p>External: Family Justice Young People,s Board, Government Ministers and Departments, the Judiciary, Local Authorities, Voluntary Sector, HMCTS, Inspectors, Trade Unions, Third sector groups</p>
Role Requirements:	(See attached person specification)
Terms of Employment	Band 5/6 (subject to job evaluation)
Salary:	<p>Band 5 £31,709 - £36,585</p> <p>Band 6 £36,648 - £41,429</p> <p>London Weighting £4,885 p.a. for roles based in Greater London.</p>
Superannuation:	The pension fund used by Cafcass is the West Yorkshire Pension Fund (a Local Government Pension Scheme). This is our auto-enrolment scheme. Contribution rates are based on a tiered system.
Annual Leave:	28 days rising to 33 days after 5 years reckonable service, inclusive of 3 statutory / privilege days to be taken between Christmas and New Year.

## JOB SUMMARY

To provide efficient and effective support to the CEO, in a high volume, high profile environment. Working closely with the CEO office team to manage a busy diary, and interaction with senior stakeholders and officials including government ministers and senior members of the judiciary. This will include a range of written and oral communication, problem-solving on a day-to-day basis and in addition to diary management the role will undertake research, data analysis, drafting and preparation of briefing papers for a range of internal and external stakeholder including but not limited to the Chief Executive, Chair, the Corporate Management Team, Senior Management, Family Justice Young Peoples Board, Stakeholders and children and families.

In addition, if operating at Band 6 then the role will work under the direction of the Head of Chief Executive's Office contributing to strategic work programmes and may lead or manage nominated projects or work strands as well as more in depth and complex research and analysis tasks.

## MAIN DUTIES AND RESPONSIBILITIES

1. Play a key role in the day-to-day running of the office - manage inboxes, deal with incoming calls and act as a point of contact for the office. This will involve regular contact with the CEO, Cafcass staff at all levels and senior external stakeholders, responding to or directing queries accordingly while acting as a gatekeeper to the CEO.
2. Proactively manage and coordinate the diary of the Chief Executive, including travel and attendance at key internal and external events. Prioritising and arranging internal and external meetings, ensuring appropriate briefing & papers are prepared.
3. Exercise judgement and flexibility in managing potential conflicting diary issues in a tactful and sensitive manner, having due regard for business priorities consulting the Head of Chief Executive Office where required.
4. Provide additional resource for briefing, minute-taking and action management in meetings, project management, drafting communications and researching evidence for the CEO. Be responsible for information management including appropriate storage and recording of information.
5. Provide comprehensive administrative support for the Chief Executive or Senior Management-led meetings which will include co-ordinating and booking of meetings and including all associated administration, for example, notice of meetings, coordinating and distributing relevant documentation in a timely manner, hospitality, contributing as appropriate, noting key actions, monitoring, and tracking the status of all agreed actions, and producing progress reports and updates as required.
6. To plan and manage key organisational & corporate events including away days, conferences and seminars.
7. To remain well informed of all key corporate decisions, strategies, policies and procedures and to keep abreast of current issues within the children's sector.

8. To research policy documents and reports on behalf of the Chief Executive to assist with the preparation of speeches, presentations, briefing papers and reports. This will also include the production of scoping papers and executive summaries as required.
9. Producing robust project plans to meet specified requirements and to monitor and track the status of agreed actions, identifying at an early stage any potential risks to the projects and taking appropriate action consulting the Head of Chief Executive Office where required.
10. To ensure that all deadlines are met by recording and proactively tracking work commissioned by the CEO and Office and progress chasing internal and external partners and colleagues as required.
11. To interpret and summarise complex information on behalf of the Chief Executive and present in a user friendly format.
12. Facilitate excellent communication internally and with key stakeholders, including senior members within Cafcass, the board, ministerial officials, other government departments and senior members of the judiciary.
13. To work collaboratively and in partnership with other Executive Assistants when carrying out the post.
14. To be an effective representative for Cafcass and to act at all times in a professional manner conducive to promoting a positive Cafcass image.
15. Maintain a high degree of confidentiality, professionalism and personal integrity.
16. To promote the commitment to safeguarding children, providing an exceptional service to all children. Support and contribute to organisational-wide activities to meet statutory and professional responsibilities with regard to safeguarding children.

#### Additional Duties for Band 6 Role – building on those for Band 5

17. Working closely with the Head of Chief Executive's Office to develop and maintain forward plans across a wide programme of work and take greater role in supporting wider strategic activities.
18. Manage and lead on designated work strands or projects including assisting with managing associated budgets and resources.
19. Undertake more in-depth evidence gathering, collation and research activities incorporating these into a range of detailed or more complex documents, reports, proposals or other materials for a range of audiences and assist as necessary in presentation of the same as required.

This job profile is not a definitive list of responsibilities but identifies the key components of the role. The specific objectives of the post holder will be subject to review as part of the individual performance and learning review process.



## Executive Assistant to the CEO: PERSON SPECIFICATION

Qualifications
A relevant degree or appropriate project management qualification is desirable please note this is <u>not</u> essential and relevant alternative experience will be considered
Experience
Private office and/or administrative support to senior leader desirable
Comfortable taking initiative in engaging with senior stakeholders and developing action plans to resolve issues.
Experience of providing budget management support for senior managers is desirable
Skills and Knowledge
Highly organised and responsive with proven ability to prioritise competing tasks and deadlines and manage own time efficiently.
Ability to understand, analyse, interpret, explain and summarise complex data in a logical manner.
Excellent organisational and time management skills, able to prioritise work allocated effectively and make routine decisions autonomously.
Highly developed interpersonal skills, teamwork skills and the ability to work with minimum supervision.
Ability to communicate effectively and negotiate with people at all levels ranging from senior managers to practitioners on the front line including the ability to adapt communication methods to suit an audience.

Confident and competent in using a range of IT tools, such as Microsoft Word, Outlook, Excel, Power point, Microsoft Project, Access and Publisher.
Ability to think methodically and pragmatically and have a problem-solving approach to work.
An independent fast learner who is efficient, reliable and copes effectively under pressure.
Self-motivated and committed to ensuring that team achieves its targets and deadlines.