

## Kent County Council

Job Description: Executive Support Assistant to the Director of Education

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<b>Directorate:</b>	<b>Children, Young People and Education</b>
<b>Unit/Section:</b>	<b>Corporate Director's Office</b>
<b>Grade:</b>	<b>KR9</b>
<b>Responsible to:</b>	<b>Democratic and Business Process Senior Officer</b>

### **Purpose of the Job:**

Provide comprehensive business, operational and organisational support to the Director, ensuring that all functions to support the Director are carried out to the highest possible standard. This will include the drafting of relevant reports and briefings for the Director and providing budgetary support including Collaborative Planning and I-procurement arrangements.

### **Main duties and responsibilities:**

1. Actively contribute to applying policy and procedure in direct response to external process requirements within the division, such as supporting the response to regulatory and inspection requirements, the management of personnel procedures and other ad hoc initiatives
2. Provide support to the Divisional Management Team through the administration of regular DivMT meetings, including the creation and development of a forward plan and following up on actions arising in the meetings, as well as leading on complex pieces of work and longer term projects
3. Manage the financial processes within the Director's budget; reconcile and resolve queries to ensure payments are made appropriately in line with KCC policy and potential under/overspend is identified
4. Work collaboratively with the Director's direct reports to ensure effective information flow and coordination of resources, sharing good practice so that an efficient service is provided for internal services and external partners
5. Manage, research and provide briefings and/or presentations for the Director to support visits to district teams, meetings, staff briefings, headteacher briefings and any other ad hoc event as required
6. Build up and maintain a network of contacts within the directorate, the authority as a whole and with multi-agency partners
7. Undertake research and provide briefing notes on changes to government policies that may have an impact on the work of the division

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

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### Person Specification: Executive Support Assistant to the Director of Education

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The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	<b>CRITERIA</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"><li>• Business Administration at level 3 apprenticeship standard or equivalent</li></ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"><li>• Proven experience of providing excellent executive support to senior managers</li><li>• Experience working in an environment with conflicting priorities and timescales</li><li>• Experience of undertaking research and drafting presentations</li><li>• Experience of showing initiative and autonomy in solving complex problems and supporting senior management to meet their responsibilities</li></ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"><li>• High level written and oral communication skills</li><li>• Excellent project management and research skills</li><li>• Effective report writing and presentation skills</li><li>• Excellent organisational skills and the ability to prioritise and work independently</li><li>• Able to remain resilient under pressure and work to tight deadlines</li><li>• High level of motivation and initiative</li><li>• Ability to manage and monitor budgets and resources</li><li>• Flexible approach and demonstrable commitment to customers</li><li>• Ability to adapt effectively and drive change</li><li>• Able to work effectively with a range of diverse stakeholders</li></ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"><li>• Knowledge and understanding of local government and the role of the council</li><li>• Knowledge of how the school's sector is structured</li><li>• Knowledge of how governance informs and affects decision making in organisations</li></ul>
<b>KENT VALUES &amp; CULTURAL ATTRIBUTES</b>	<p><b>Kent Values:</b></p> <ul style="list-style-type: none"><li>• We are <b>brave</b>. We do the right thing, we accept and offer challenge</li><li>• We are <b>curious</b> to innovate and improve</li></ul>

	<ul style="list-style-type: none"><li>• We are <b>compassionate</b>, understanding and respectful to all</li><li>• We are <b>strong together</b> by sharing knowledge</li><li>• We are all <b>responsible</b> for the difference we make</li></ul> <p>Our values enable us to build a culture that is:</p> <p><b>Flexible/agile</b> - willing to take (calculated) risks and want people that are flexible and agile</p> <p><b>Curious</b> - constantly learning and evolving</p> <p><b>Compassionate and Inclusive</b> - compassionate, understanding and respectful to all</p> <p><b>Working Together</b> - building and delivering for the best interests of Kent</p> <p><b>Empowering</b> - Our people take accountability for their decisions and actions</p> <p><b>Externally Focused</b> - Residents, families and communities at the heart of decision making</p>
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