

Kent County Council

Job Description: *Executive Support Assistant*

Directorate:	Children, Young People and Education
Unit/Section:	Corporate Directors Office, CYPE
Grade:	KR10
Responsible to:	Staff Officer to Corporate Director

Purpose of the Job:

To provide a comprehensive, co-ordinated and efficient executive support service to the Director and ensure that their strategic activities achieve maximum impact and effective service delivery.

Main duties and responsibilities:

1. Support the Director by interpreting, prioritising and feeding back information promptly on all matters of importance.
2. Provide support to the Director by preparing minutes and policy briefings, planning meetings and agendas, preparing presentations and attending meetings as required.
3. Lead and undertake specific projects on behalf of the Director and provide logistical support for activities.
4. Ensure that all agreed decisions and actions assigned to the Director are dealt with promptly and efficiently, following up as necessary to ensure agreed actions are implemented.
5. Research, collate and manage information in a timely and coherent manner in order to report at a strategic level on the services' performance indicators and service development.
6. Provide line management to the Director's PA including the delegation of tasks and monitoring of quality and performance.
7. Undertake monthly budget management and monitoring, ensuring accurate forecasts are provided to the Director.
8. 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.

9. Build up and maintain a network of contacts within the directorate, the authority as a whole and with multi-agency partners.
10. Such other duties appropriate to the grade of the post as may be assigned from time to time by the Director.

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

Kent County Council
 Person Specification: *Executive Support Assistant*

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.

	CRITERIA
QUALIFICATIONS	<ul style="list-style-type: none"> • Educated to degree-level or equivalent in a relevant subject, or equivalent by experience
EXPERIENCE	<ul style="list-style-type: none"> • Proven experience of providing excellent executive support to senior managers • Experience working in an environment with conflicting priorities and timescales • Experience of undertaking research and drafting presentations • Experience of line management of staff
SKILLS AND ABILITIES	<ul style="list-style-type: none"> • High level written and oral communication skills • Excellent project management and research skills • Effective report writing and presentation skills • Excellent organisational skills and the ability to prioritise and work independently • Able to remain resilient under pressure and work to tight deadlines • High level of motivation and initiative • Ability to manage and monitor budgets and resources • Flexible approach and demonstrable commitment to customers • Ability to adapt effectively and drive change • Staff management and supervision
KNOWLEDGE	<ul style="list-style-type: none"> • Thorough knowledge and understanding of local government and the role of the council • Knowledge of statutory duties and codes of practice • Good understanding of policies, procedures and priorities within KCC

KENT VALUES AND CULTURAL ATTRIBUTES

Kent Values:

- We are **brave**. We do the right thing, we accept and offer challenge
- We are **curious** to innovate and improve
- We are **compassionate**, understanding and respectful to all
- We are **strong together** by sharing knowledge
- We are all **responsible** for the difference we make

Our values enable us to build a culture that is:

Flexible/agile - willing to take (calculated) risks and want people that are flexible and agile

Curious - constantly learning and evolving

Compassionate and Inclusive - compassionate, understanding and respectful to all

Working Together - building and delivering for the best interests of Kent

Empowering - Our people take accountability for their decisions and actions

Externally Focused - Residents, families and communities at the heart of decision making