

Kent County Council

Job Description: *Cabinet Support Executive Assistant*

Directorate:	Chief Executive's Department
Unit/Section:	Governance, Law and Democracy
Grade:	KSG
Responsible to:	Staff Officer/Leader

Purpose of the Job:

To provide a comprehensive and high quality administrative to the Leader's Office and Cabinet Support.

Main duties and responsibilities:

- Work closely with the Staff Officer to the Leader and Cabinet Support to process the Leader's instructions to ensure priorities and deadlines are met.
- Manage correspondence, telephone and personal enquiries from a range of members of the public, stakeholders and partners including logging, acknowledging emails and letters, requesting draft responses/action from colleagues and editing draft responses to ensure appropriate responses are made within acceptable timescales.
- Ensure that all matters requiring attention are brought forward at the appropriate time, to colleagues in the Leader's Office.
- Lead on managing the Leader's diary commitments and assess and prioritise appointment requests using a flexible approach. Ensure that diary arrangements make the most effective use of available time, that meeting papers are available to the Leader and Cabinet in good time, and appropriate attendees are invited.
- Organise meetings, functions and appointments as requested by the Leader or members of her support team.
- Organise programme itineraries, meetings accommodations and appropriate travel arrangements for the Leader and provide a booking service for conferences, hotels and travel plans agreed accordingly.
- Provide a full range of administrative services, including the typing of reports and correspondence; and the maintenance of filing systems, databases and stationery supplies and equipment.
- Working with the Staff Officer to the Leader to assist with the general support activities to the Cabinet and Deputy Cabinet Members as required.

- Work in a flexible way with Cabinet Support colleagues to ensure the Leader's office and workload is manned from 8.30 - 5.30 p.m.
- Understanding and following KCC protocol along with a high awareness of the authorities Strategic Direction and key topics and issues both in Kent and nationally.
- Logging expenses and ensuring the Leader's Register of Interests/Hospitality and Gift Register is up to date.
- Work with colleagues in the Governance, Law and Democracy division to ensure Democratic Processes are followed and any issues raised. In addition, liaise with Member Hub colleagues to ensure Member Grants are processed on behalf of the Leader where appropriate.
- Oversee the development and review of office systems, in conjunction with the Staff Officer to the Leader to ensure that files are constantly updated and that systems are adapted to improve effectiveness and are in line with KCC protocols.
- Such other duties as may be assigned from time to time, as appropriate to the grade and post, by or on behalf of the Leader of the Council and Cabinet Members.

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.

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Person Specification: *Cabinet Support Executive 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	• GCSE grade A-C in Maths and English (or equivalent) • Secretarial/Business Administration qualification at NVQ Level 3
EXPERIENCE	• Experience of administrative procedures and practices. • Experience of using computer office applications including Word, Excel and Outlook. • Experience of working for senior officers, Directors, Ministers or Members in either the private or public sectors.
SKILLS AND ABILITIES	• Report writing skills and ability to take accurate notes and draft correspondence • Excellent interpersonal and organisational skills when dealing with all levels of staff, elected members, MPs and external contacts • Computer literacy – ability to develop and produce a range of documents and reports, including non-standard reports, use of Word, Excel and database functions • Ability to undertake investigation, research and analysis of data • Ability to organise own workload to achieve a range of deadlines, balancing constantly changing priorities • Ability to take a proactive approach to tracking action points from meetings and correspondence, in liaison with the managers concerned
KNOWLEDGE	• Knowledge of County Council procedures including Committees, the Constitution and decision making procedures • Knowledge and awareness of the County's Record Retention Policy and Freedom of Information protocols • Awareness of Data Protection and confidentiality issues
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
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