

## JOB DESCRIPTION

<b>Position:</b>	<b>Executive Business Support Officer</b>
<b>Based at:</b>	Sessions House, Maidstone
<b>Reporting to</b>	CEO, Kent HoldCo Limited

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### **Purpose of Role:**

This position will provide effective business support to the Kent HoldCo Ltd (KHL) Executive Team. Being focussed on delivery with excellent attention to detail this person will be responsible for supporting Company Board and sub-committee meetings throughout their cycle, including producing minutes and key documentation.

The role forms part of the Kent HoldCo Team and is responsible for fulfilling ongoing requirements including risk management and assurance information collation from the companies, subsequent data extraction and report generation. There will also be work supporting the Chairman & Board of Directors, as well as managing key communication streams between Kent HoldCo and the subsidiary companies.

### **Key Duties and Responsibilities:**

- Provide full executive support and diary management for Chairman, CEO and Group FD.
- Organise Company Board and Sub Committee meetings including collation and circulation of papers, minute taking and other administration support as required
- Collation and preparation of the Group Risk and Assurance report for submission to Audit and Risk Committee.
- Maintain key documents for KHL including Structure Charts, Risk Register, other legal information etc.
- Management of Group communication and engagement events such as CEO Floor Talks, Huddles and Strategy away days.
- Coordinate and/or deliver discrete projects to support the Company and Group.
- Preparing PowerPoint slides at short notice for Group as required
- Administration of Holdco information sharing portal
- Liaising with CEOs and their Executive Support Teams

### **Essential Individual Requirements:**

- An influencer with experience of working at a senior level.
- Delivery-focussed, highly organised with excellent attention to detail.
- Be trusted to handle confidential and sensitive information.
- Have strong interpersonal skills and the ability to build relationships.
- Ability to work under pressure to meet deadlines and targets.
- Be an effective communicator.
- Proven minute taking skills.
- Ability to analyse problems and issues, spot trends and opportunities.
- Proven project involvement and time management skills.
- Have a proactive approach.
- Ability to work effectively and collaboratively with a senior team to build and execute plans to meet company objectives.
- Ability to work collectively with a team of senior personnel to deliver strategies and updates whilst being sensitive to other pressures and workloads.

### Other duties:

**Health and Safety:** Adhere to the corporate policy on Health and Safety at work as well as taking responsibility for Health and Safety within the area of your control.

**Equality and Diversity:** Work positively in an equal opportunity and diverse environment and respect the unique contribution of every individual.

**Environmental Awareness:** To support the organisation's corporate Environment Policy by complying with relevant environmental legislation and carrying out your duties in an environmentally responsible manner.

### PERSON SPECIFICATION

CRITERIA	
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>A good level of education, including Maths and English GCSE standard or equivalent</li> <li>Experience of supporting Execs or senior managers and / or Project management qualification is desirable</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>Computer literate with a good working knowledge of Microsoft Office including Outlook, Excel, Word, SharePoint and PowerPoint</li> <li>Understanding of GDPR in terms of confidentiality and FOI Requests is desirable</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Proven experience of working to and supporting at a Senior/Director level or equivalent experience</li> <li>Professional approach to communications</li> <li>Experience of working in a busy and commercial environment</li> </ul>
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>Ability and confidence to build effective relationships</li> <li>Ability to work to tight deadlines</li> <li>Ability to deal with sensitive and confidential information appropriately</li> <li>Effective communication skills, including a high standard of written English</li> <li>'Can do' approach</li> <li>Ability to think outside the box and assist the Exec with a variety of tasks</li> </ul>

### **Code of conduct**

We expect our employees to act professionally at all times both internally in the way we treat our colleagues and business partners and externally in the image we project to our customers and suppliers.

#### **We expect all our team members to:**

- ✓ Be Caring – about their colleagues, their customers and our business
- ✓ Be Trustworthy – and do what they say they are going to do
- ✓ Be Proud – of their role in the business, what they do and how they do it

<b>Job Holder's Signature:</b>		<b>Date:</b>
<b>Print Name:</b>		
<b>Line Manager's Signature:</b>		<b>Date:</b>
<b>Print Name:</b>		

It is intended that this job description will reflect accurately the flavour of the post, but it is not expected to embrace every detail. Other appropriate duties consistent with the status of the post may be added from time to time and it is subject to alteration in the light of experience of the post holder.