

Job Description: Executive Assistant (Chair)

Reports to: Senior Adviser to the Chair

Note: the postholder will also work closely with the Executive Business Manager and attend meetings of the Executive Business Team.

Directorate/Team: Communications / Public Affairs

Grade: Grade 4

Job Purpose:

To provide high level and confidential secretarial and administrative support to the Chair of the Local Government Association (LGA) working in collaboration with the wider Executive business team.

Core Accountabilities:

1. Contribute to the delivery of the LGA Business Plan.
2. Model the LGA's values and work in accordance with health and safety, equal opportunities and environmental policies.
3. Undertake any other duties and responsibilities appropriate to the post.

Role Specific Accountabilities:

1. Undertake complex diary management for the Chair of the LGA; co-ordinate with the Chair's home council diary; plan ahead to pre-empt potential issues and make the most value-added use of limited calendar availability.
2. Manage the Chair's inbox; prioritise and monitor incoming post, e-mails, phone calls, etc; triage incoming correspondence, responding direct to routine issues and forwarding more complex correspondence/requests to the appropriate officer; chase up outstanding actions and maintain correspondence logs.
3. Manage the Chair's weekly planner; maintain accurate filing systems, activity logs and information flow processes; support colleagues to consistently follow agreed processes.

4. Organise external visits, meetings and speaking engagements; coordinate briefing and other material to deadline; organise travel, accommodation, passes and other logistical arrangements in line with LGA policy and to ensure budget and time management pressures are met.
5. Attend meetings and take minutes and action notes; follow up on agreed actions and maintain action logs; deputise for the Senior Adviser to the Chair where required.
6. Forge effective relationships with a wide range of external organisations, including member councils, private offices in Whitehall and Parliament and other external partners and stakeholders.
7. Organise internal and external meetings hosted at 18 Smith Square; collect, collate and distribute papers in advance of meetings; book rooms, refreshments and security passes; liaise with the FM and venue teams to ensure appropriate room set-up, technology; meet and greet external visitors.
8. Organise, or contribute to the organisation of, receptions, dinners, lunches, and other events hosted by the Chair. Attend and support the Chair at the LGA's Annual conference and other conferences as required, including party conferences.
9. Build and maintain positive working relationships with the Executive Business team, political group offices and business support teams across the LGA.
10. Undertake out financial administration duties including the collation and preparation of invoices, raising purchase orders, processing expense claims, summarising publications, and collating information as required under data rights and information requests.

Relevant Contacts:

Internal

Chair

LGA Lead members

Chief Executive

Strategic Management Team

Executive Business Team

Political Group Offices

Business Support Teams

External

Central Government Departments

Parliament

Local Authority support teams

Elected Members/Councillors

External events companies

Suppliers Contractors

Stakeholder/partner organisations

Person Specification: Executive Assistant (Chair)

<p>Qualifications (or equivalent)</p>	<ul style="list-style-type: none"> • No degree required. • Significant experience in similar role required.
<p>Knowledge and expertise</p>	<ul style="list-style-type: none"> • Proven in-depth experience of supporting and managing a senior manager or official's office in a pressurised environment, especially if the official performed different roles across multiple diaries. • Experience of organising meetings involving politicians and their offices, civil servants, and senior staff in high level partner organisations, including the coordination of agendas, papers, and briefings. • Understanding of the political structure and environment in which local and central government, and the LGA operates. • An interest in current affairs and politics.
<p>Skills and abilities</p>	<ul style="list-style-type: none"> • Ability to maintain diaries accurately, make necessary travel and accommodation arrangements, make judgements about competing demands, and prioritise accordingly, including aligning with other diaries in portfolio and horizon-scanning to pre-empt diary challenges. • Ability to build close working relationship with other private offices. Credibility and integrity within senior management teams and key stakeholders. • Able to work with a high degree of autonomy and flexibility to get things done, with good judgment to understand and identify issues requiring escalation and to what level of detail. • An ability to work on own initiative with minimal supervision or direction, and to proactively pick up issues. • Ability to recognise, prioritise and deal with important, confidential and sensitive information arriving by email, phone, or correspondence and to respond in a professional manner at all times. • Ability to behave in a way which expresses clear political impartiality. • Political sensitivity, and the ability to exercise appropriate discretion, tact, diplomacy, confidentiality and judgement on issues of significance and importance, and when dealing with politicians and officials at the highest level. • Able to work under pressure, prioritising work against competing and challenging demands to meet deadlines, whilst maintaining attention to detail and accurate logs and records of information.

	<ul style="list-style-type: none">• Ability to communicate clearly, orally and in writing, paying particular attention to detail, with a good command of English, and tailoring communication based on audience to maximise influence and impact.• Ability to produce politically-aware correspondence.• Excellent written and oral presentation skills with ability to present complex ideas in a readily comprehensible way.• Ability to create an environment of trust, fairness and openness.• Committed to personal and professional development.• Research and information gathering skills.• Ability to work under pressure to meet deadlines and to prioritise a heavy workload. Ability to plan work to ensure the Chair's weekly work programme is up-to-date, cleanly presented, and user-friendly.• Ability to attend meetings and take an accurate and concise minute or action note decisions.• Advanced computer skills, with knowledge and experience of a range of software packages, including Word, Outlook, PowerPoint, Excel and voicemail and the ability to produce high quality documents. Accurate word processing to a minimum speed of 50 wpm.• A willingness to work flexibly as an effective team member and contribute to the development of others.• Appreciation and commitment to the LGA's policies for staff, including equal opportunities.
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