

**Job Title:** Executive Assistant to the Chair & CEO Office Assistant

**Band:** Band 5

**Responsible to:** Senior Executive Assistant

**Accountable to:** Director of Corporate Governance & Assurance

**Location:** The post holder may be required to work at any establishment at any time throughout the duration of their contract, normally at a location within the Joined up Care Derbyshire footprint, or as set out under the terms of their contract.

## **1. JOB SUMMARY AND KEY RESPONSIBILITIES**

The role comprises three main functions:

- Executive Assistant to the Chair working across both NHS Derby & Derbyshire ICB and NHS Nottingham & Nottinghamshire ICB.
- Assistant to the CEO Office, providing support to the Senior Executive Assistant.
- Executive for the Non-Executive Members.
- The post holder is a key member of the Chief Executive's Office support team and is expected to work flexibly to ensure high quality administration and Executive Assistant support is provided at all times, enabling the Chair, NEMs and SEA to function effectively and to provide and support a positive image of the ICBs;
- The post holder will be responsible for a high level of administrative duties, managing their workload and take decisions within defined administrative policies;
- Plan and manage the Chair's diary ensuring their time is utilised to full effect and ensuring internal and external meetings are robustly organised;
- Provide confidential and timely inbox management to the Chair;
- Act as the point of contact, dealing and responding effectively with queries and passing on relevant information sensitively;
- Manage and prioritise all incoming and outgoing correspondence, initiating

responses and drafting where appropriate;

- Produce high quality reports, presentations, letters and other correspondence on behalf of the Chair;
- Full support and facilitation for a variety of senior level meetings including producing and distributing papers in a timely manner, chasing outstanding actions and taking minutes;
- Undertake Loggist duties at both internal and external meetings including Strategic and Tactical meetings of the Derbyshire Resilience Partnership (DRP)
- Support the Senior Executive Assistant as and when required and ensuring they are an effective link to the Chief Executive Officer;
- Plan, prioritise and manage complex and conflicting workloads;
- Work with other EAs within the team to ensure that appropriate cross cover is provided;
- The post holder is a key member of the team whose overarching goal is to enable, promote and support the effective use of data, information, knowledge and technology to improve, inform and support a portfolio of projects, services, and initiatives;
- The job description and person specification are an outline of the tasks, responsibilities and outcomes required of the role. The job holder will carry out any other duties as may reasonably be required by their line manager;
- The job description and person specification may be reviewed on an ongoing basis in accordance with the changing needs of the Department and the Organisation.

## **2. KEY WORKING RELATIONSHIPS**

- The post holder will be required to maintain constructive relationships with a broad range of internal and external stakeholders;
- Participate in relevant internal and external working groups/projects, services, and initiatives to provide, information and analytical advice to strategic leads;
- Work with members of the Team to develop and implement project data collection systems that will provide accurate and timely data;
- Communicate information and issues, including briefings and reports, to job manager, strategic lead/ strategic manager as appropriate;

- Support working relationships between members of staff being mutually supportive with staff deputising and covering for each other when appropriate.

### **3. FUNCTIONAL RESPONSIBILITIES**

#### **3.1 Project Management**

- Undertake information/project analysis as agreed with job lead;
- Contribute to effective information management within the team;
- Participate in relevant internal and external working groups/projects to provide information/analyst advice and support and to maintain data collection systems for its effective use by the team;

#### **3.2 Financial and Physical Resources**

- Support and inform the requirement and targeting of resources, monitoring, implementing and evaluating jobs and delivery of financial recovery/savings plans by providing high quality information and analysis;
- Contribute to the financial delivery of the agreed portfolio ensuring it is delivered on time.

#### **3.3 Staff Management**

- Day to day line management and supervision of Personal Assistants;
- Support training and induction of new and existing staff;
- Supervise team on their day to day activities;
- Participate in the recruitment process of support staff.

#### **3.4 Information Management.**

- Carry out timely and accurate information analysis and reporting on agreed areas of portfolio and presenting findings in an agreed manner;
- Develop and maintain databases required by the job;
- Maintain administrative and information resources.

#### **3.5 Research and Development:**

- Undertake auditing of projects, services, initiatives;

- Carry out web based and publications research;
- Actively support and contribute to the development of key performance indicators for the successful assessment of performance.

#### **4. OPERATIONAL RESPONSIBILITIES**

##### **4.1 Planning and Organisation:**

- Support implementation of projects, services, initiatives through timely and relevant information analysis and administrative support, in accordance with the agreed priorities of the Team;
- Deliver against agreed objectives, achieving quality outcomes;
- Organise meetings or events and assist in the diary management requirements of individuals in connection with portfolio of work.

##### **4.2 Policy and Service Development:**

- Propose changes to own projects, services, initiative work, informing policy and making recommendations for more effective delivery;
- Contribute to the review and development of existing project information management systems and contribute to the development of an integrated approach to project management.

#### **5. EQUALITY, INCLUSION AND DIVERSITY**

NHS Derby and Derbyshire ICB is fully committed to promoting inclusion, equality, diversity and human rights in employment and commissioning of services for the people of Derbyshire. The ICB is committed to providing an environment where all employees, visitors and patients whom services are commissioned for, experience equality of opportunity by means of understanding and appreciating the value of diversity.

The ICB works to eliminate all forms of discrimination in line with the Equality Act 2010, and recognises that this requires, not only a commitment to remove discrimination, but also action through positive policies to redress inequalities. The ICB actively encourages its employees to challenge discrimination and promote equality of opportunity for all. Employees of the ICB are required to comply with its policies, processes and procedures and must recognise the values around equality, inclusion, diversity and human rights.

#### **6. SAFEGUARDING ADULTS AND CHILDREN**

The ICB as a statutory NHS Body has a statutory duty to ensure adults and children are safeguarded. All staff within the ICB are required to attend safeguarding children and adults training in line with the Adult safeguarding: Roles and Competencies for Health Care Staff (2018) and Safeguarding Children and Young People: Roles and Competencies for Healthcare Staff (2019) and know who to speak to for advice, guidance and support if they are concerned about the welfare and safety of a child or adult.

All ICB staff are also required to adhere to the Derby and Derbyshire Multiagency Safeguarding Children and Adults Procedures.

## Person Specification – Band 5 Executive Assistant

### Supporting Evidence

In the supporting evidence of your application form, you must demonstrate your experiences by giving specific examples for the criteria within the person specification.

| Factors                                   | Description  | Essential | Desirable | Assessment |
|---|--|-----------|-----------|------------|
| <b>Knowledge, Training and Experience</b> | Educated to degree level in relevant subject or equivalent level of experience of working at a similar level in specialist area;                     | ✓         |           | A/I        |
|   | Extensive knowledge of administrative procedures, project management or information analysis;  | ✓         |           | A/I        |
|   | Basic knowledge of project principles;   |           | ✓         | A/I        |
|   | Previously worked in similar position within the public sector;  |           | ✓         | A/I        |
|   | ECDL;  |           | ✓         | A/I        |
|   | Minute Taking.   | ✓         |           | A/I        |
| <b>Communication skills</b>               | Skills for communication on complex information and administrative matters, requiring developed interpersonal and oral/written communication skills; | ✓         |           | A/I        |
|   | Ability to pull together comprehensive draft reports, data and letters. Negotiating, networking and persuasive skills.                               |           | ✓         | A/I        |
| <b>Analytical</b>                         | Problem solving skills and ability to respond to sudden unexpected demands;  | ✓         |           | A/I        |
|   | Excellent time management skills with the ability to re-prioritise.  | ✓         |           | A/I        |
| <b>Planning Skills</b>                    | Skills for supporting project management.  | ✓         |           | A/I        |

|                          |  |   |   |     |
|--------------------------|--|---|---|-----|
| <b>Management Skills</b> | Line management experience.  |   | ✓ | A/I |
| <b>Physical Skills</b>   | Skills for manipulating information. Advanced keyboard skills, use of a range of software.   | ✓ |   | A/I |
| <b>Autonomy</b>          | Ability to work as part of a team and work flexibly to provide support to other departments and teams as and when necessary;         | ✓ |   | A/I |
|                          | Ability to work on own initiative and organise own workload with minimal supervision working to tight and often changing timescales. | ✓ |   | A/I |
| <b>Other</b>             | Ability to travel independently across the region and occasionally beyond.   | ✓ |   | A/I |

**\*Assessment will take place with reference to the following information**

**A=Application form**

**I=Interview**

**T=Test**

**C=Certificate**

### **JOB DESCRIPTION SIGN-OFF AGREEMENT**

|                         |  |      |  |
|-------------------------|--|------|--|
| Post Holder's Signature |  | Date |  |
|                         |  |      |  |
| Manager's Signature     |  | Date |  |