



Executive Assistant to the Chief Executive

Job Description and Person Specification

- Introduction:** Oxfordshire Local Enterprise Partnership (OxLEP) is one of 38 LEPs operating across England. We are responsible for championing and developing the Oxfordshire economy. Now in our sixth year of operation, OxLEP has made considerable progress in strengthening Oxfordshire's economy by establishing robust and effective relationships between businesses, academia and the public sector. This is an exciting opportunity to join a dynamic organisation as part of our senior management team.
- Our Vision:** Oxfordshire as a vibrant, sustainable, inclusive, world leading economy driven by innovation, enterprise and research excellence.
- Job title:** Executive Assistant to the Chief Executive
- Term:** Fixed term to 31st March 2020. Extension beyond this date is dependent on confirmation of external funding.
- Reporting to:** OxLEP Chief Executive.
- Job purpose:** To provide the full range of high quality executive assistant services and administrative support to the Chief Executive.

Scope of role:

The post holder will be expected to work closely with the OxLEP team, Board members/staff with whom the Chief Executive interacts on a day to day basis, in particular those of the sections which report to him. The workload in the office is demanding, requiring first class judgement, personal organisation and flexibility as well as ability to work to deadlines.

Principle responsibilities:

- Act as Executive Assistant to the Chief Executive, liaising with internal and external organisations, agencies as appropriate.
- First point of contact for the Chief Executive including filtering and managing incoming communications,(post, telephone, email, face to face), responding to or redirecting enquiries, taking accurate messages, copying and distributing information as necessary.

- Liaise with the Chief Executive to organise and schedule meetings, appointments, and carry out proactive diary management, ensuring that appointments are realistically planned with regards to timing, venue and travel.
- Operate an effective brought forward system for the Chief Executive ensuring that papers are available for meetings and actions taken as appropriate.
- Organise team and board meetings, including arrangement of venues, refreshments.
- Responsible for preparation of agendas and papers for Board, Committee and sub-group meetings as required.
- Ensure minutes are produced and circulated in a timely and accurate manner.
- Organise and book travel arrangements, tickets and hotels for the Chief Executive, Chair and Board directors as required as well as the completion of expense claims and procurement card reconciliations.
- Filing and keeping the organisation's records in good order and up to date, including the monitoring and management of a number of specific email accounts.
- Organising conference calls as required.
- Developing office and administrative procedures for OxLEP, including standard email responses, online filing systems, and holiday planners.
- Providing cover for colleagues during periods of annual leave and absence from the office as well as support to the Office Manager in ongoing operations.

Relationships:

The post holder will be expected to build positive and effective working relationships with the following staff and stakeholders:

- Board, sub-groups, corporate/senior management teams and staff;
- Delivery partner project leads and staff;
- Central and local government departments/ representatives;
- Stakeholder representatives;
- Landlord representatives, such as facilities staff.

Person Specification:

	Essential
Qualifications	NVQ level 3 in administration, or equivalent.
Work Related Experience	At least three years as either a Personal or executive Assistant. Experience of developing and using progress monitoring/ brought forward systems Proven ability to take organise complex, multi-stakeholder meetings and effectively minute those meetings. Practical knowledge of working with a busy office environment
Specialist Knowledge/Skills	Excellent diary and email management skills.

	<p>Excellent IT skills, in particular MS Word, Excel, and PowerPoint.</p> <p>Problem solving skills.</p>
Personal Skills	<p>Strong verbal and written communication skills.</p> <p>A self-starter with a proven track record of taking initiative to achieve organisational objectives.</p> <p>Proven ability to work effectively to deadlines.</p> <p>Attention to detail and high level of accuracy.</p> <p>Effective organisational skills.</p> <p>High standards of discretion, integrity, honesty and professionalism.</p> <p>Committed to acting corporately and collaboratively – inside and outside the organisation.</p> <p>Ability to work effectively under pressure, meet deadlines and targets.</p> <p>Pursue diversity policies that raise awareness of the issues and tackle barriers to an inclusive way of working.</p>
Other requirements	<p>Work outside of standard hours including evenings and weekends may be required from time to time including attendance at meetings and events as well as participation in out of hours in emergency situations.</p>

Employment package
<p>Salary circa £27,000 per annum 28 days annual leave per annum Generous contributory pension scheme</p>
<p>To apply for this position all applicants must send your CV and a covering letter (max 4 pages) outlining your experience against the person specification above to: Karen Radford, OxLEP Ltd, First Floor, Jericho Building, City of Oxford College Campus, Oxpens Road, Oxford, OX1 1SA or Recruitment@oxfordshirelep.com</p> <p>Closing date for applications: Tuesday 21st November 2017 Interviews will be held in Oxford on Thursday 23rd November 2017 For an informal discussion about this role please contact Karen Radford on 01865 897176</p>