



JOB DESCRIPTION

Post Title: Executive Assistant to the Group Chief Executive
Grade: I
Responsible to: Governance and Business Support Manager

Job Purpose

- (a) The role provides an efficient and professional personal assistant service to the Group Chief Executive and, working with the Directors' PAs, other Directors of the Combined Authority.
- (b) To be responsible for setting and promoting consistent administrative high standards of document production across the Group. This includes ensuring that a comprehensive register of Group policies and templates is developed and maintained.

Duties & Responsibilities

1. Setting and promoting consistent administrative high standards of document production across the Group. Working with and influencing PAs, Administrators, and others to adopt these standards consistently.
2. Ensure that a register of Group policies is maintained, and policies are disseminated through the intranet and other channels.
3. Ensuring the effective record of document authorisation through MS Planner or similar system.
4. Diary management and co-ordinate all activities including associated travel, itineraries and paperwork directly in relation to the Chief Executive and other Directors.
5. Organise and prepare for internal/external meetings and presentations and any associated paperwork, travel, meeting room and catering arrangements, directly in relation to the Group Chief Executive and other Directors.
6. Undertake project-based work as required by the Group Chief Executive.
7. Deal with all enquiries received via telephone directly to the Group Chief Executive and other Directors.
8. Produce documentation from copy, audio, email and verbal formats, as required. Format and present documentation, as required, e.g. mail merge, reports, presentations.
9. Ensure the completion and return of any appropriate documentation in relation to the Chief Executive and other Directors.
10. Monitor email inboxes in a confidential and sensitive manner to ensure important matters are advised, actioned or delegated as appropriate. Forward emails to the appropriate officer to be actioned when any members of the Group Chief Executive and other Directors are on leave.
11. Appraise any incoming post direct to the Group Chief Executive and other Directors and ensure appropriate action/distribution.
12. Prepare and complete any appropriate expenses related paperwork.
13. Dealing with competing demands from senior colleagues and stakeholders.
14. Line manage and coordinate the work of the other Directors' Personal Assistants, including providing holiday cover, to ensure an appropriate level of support is always available to the Group Chief Executive and other Directors.
15. Under the direction of the Governance and Business Support Manager, assist
 - a) with the administration functions for the Combined Authority, including the



reception/front of house service, as required.

- b) with the governance functions of the Combined Authority, including preparation of agendas and minute taking etc, as required.

16. Undertake such personal training as may be deemed necessary to meet the duties and responsibilities of the post.
17. The post holder agrees to working flexibly against the undertaking of duties for any and all part of the Group, (defined as TVCA, TIAL, STDC STSC (known as Teesworks) and their subsidiaries and associated companies), which are commensurate with this job description, at the reasonable request of their manager. Where these duties require indemnification, a separate Group Support Services Agreement pro forma will be issued.
18. To take reasonable care of your own Health and Safety and co-operate with management, so far as is necessary, to enable compliance with the health and safety rules and legislative requirements.
19. Work flexibly and undertake such other duties and responsibilities commensurate with the grading and nature of the post.

