

Executive Support	
Job Description	
Executive Support Assistant	
Grade LS14	Post Number: TBC
Responsible to	Corporate Project Manager with daily liaison with the Senior Management Team
Responsible for	N/A
Job Objective	To provide full executive support to the Senior Management Team. Supporting them to manage their time and capacity effectively through a range of activities.
Main duties and responsibilities	To provide efficient and effective administrative and clerical support to the Executive Management Team (EMT) and Heads of Service (HoS).
	To review and filter relevant email and postal correspondence to the Directors, as and when needed. Preparing and sending appropriate responses or directing correspondence as appropriate to a Head of Service or other officers.
	Support with preparing presentations, briefings and reports.
	Organise and prepare meetings including all documentation – agendas, reports and information packs, previous minutes.
	Proactive liaison with EMT, including managing key deadlines
	Attend meetings as required to support with taking accurate notes and minutes.
	To develop and build close links with colleagues throughout the Council, to share information, and to enhance the service of the Council as a whole.
	Participate and support in cross-organisational projects
	To co-ordinate attendance and travel arrangements for events attended by EMT and HoS.
	Conducting research, compiling information and data and reporting findings
	To welcome guests to meetings on behalf of EMT and HoS.
	Work with the Senior Executive Assistant to build resiliency and support for the Chief Executive.
	Handling sensitive and confidential information with discretion and professionalism
	Flexible approach to work is required as attendance at meetings outside of standard office hours will be required occasionally.
	Complete any other duties within the service area, commensurate with the grading of the post.

Approved by: Stephanie Powell

Date: 21 July 2025