



THE ROLE

Executive Assistant

Department:	Executive Support
Role Code:	ME10
Grade/Role:	Grade 07
Responsible to:	Executive Assistant Team Manager
Responsible for:	No line management responsibility
Date Revised:	July 2020

Job Purpose:

To provide a professional support service to the Chief Executive of the Essex County Fire and Rescue Service (ECFRS) and wider Service Leadership Team (SLT) with specific responsibility for nominated members of the SLT.

Main Duties and Responsibilities:

1. Develop effective working relationships with Director(s), actively establishing and maintaining an understanding of the role and work of their Directorates to provide specialist and appropriate support.
2. Ensure a high level of team representation is upheld, including proactive advice, decision making, and prioritisation as required.
3. Be first point of contact, ensuring swift and effective gatekeeping to maximise the time and efficiency of the SLT. Take ownership of enquiries, requests and actions and assess using initiative to instigate best possible solutions wherever practicable. Identify, prioritise and recommend outcomes with an understanding of the potential impact of these decisions.
4. Prepare, review and write reports, presentations and other paperwork on behalf of SLT.
5. Provide advice, assistance and support as required and requested by the Executive Support Team Manager and the SLT to other colleagues and workstreams in the organisation.
6. Support SLT in monitoring and progressing action points to ensure papers are ready in a timely manner and to an appropriately high standard and actions updated. Take ownership of following up and collating responses from action holders in order that potential issues are highlighted and resolved in advance.

Role Profile

7. Organise, facilitate and, where necessary, attend events, conference calls and meetings, including national and local travel itineraries and arrangements. Liaise with internal and external providers and as necessary manage agenda, compile reports and papers, take minutes and ensure actions are undertaken.
8. Collate and prepare SLT and other governance meeting packs and submit within deadline.
9. Identify research requirements and undertake research to support effective delivery of the SLT priorities, recommending outcomes to the team and SLT.
10. Contribute, as a valued member of the wider team, to aid the smooth day to day running of the SLT and assist with monitoring practices and systems to ensure that the functions of the Executive Support team are being delivered in the most efficient and cost effective manner.
11. Be prepared to challenge and question the status quo in order to maximise development and progression opportunities for individuals, the team and wider organisation. Identify, propose and implement changes to processes and procedures to look to influence change in a positive way.
12. Support and assist with specific projects as required and to ensure that the time, budget and resources allocated to any project are monitored and core activities identified.
13. Provide a comprehensive support service including all standard PA functions to enable the most effective time and resource management of both the team and SLT. This will include processing and submission of expenses, raising purchase orders and liaising with suppliers. Keep all records as appropriate determining compliance and confidentiality, as necessary.
14. Positively contribute to a safe work environment ensuring compliance with Health and Safety, Risk Management, Business Continuity and Safeguarding policy and procedure. Protect all personal information in adherence with the Data Protection Act 2018