



**Melton
Borough
Council**

Job description

Job title: Executive Officer (055COR)
Grade: 8
Directorate: Corporate Services
Reports to: Democratic Services Manager

Purpose of the job

Responsible for the provision and delivery of high quality executive support to senior leaders and the Leader. To co-ordinate the Business Support Officer's corporate duties and ensure excellent business support within Directorates.

Main areas of responsibility

1. To provide a proactive high quality executive, personal and confidential administrative support service for the Chief Executive and Leader of the Council to maximise the effective and efficient use of their time.
2. To understand the Council's strategic agendas and proactively identify and implement systems and ways in which the Chief Executive and Leader can be best supported to deliver them.
3. To line manage the Directorate Business Support Officer and co-ordinate corporate responsibilities consisting of (complaints, FOI, performance, risk, contract register etc) and ensure an effective service within Directorates.
4. Proactively manage SLT agendas by horizon scanning issues, ensuring that matters are considered to fit in with governance deadlines. Attend, take accurate notes and produce minutes as required (in particular at SLT meetings) arrange and monitor subsequent follow-up action to ensure the efficient dispatch of business.
5. Plan and schedule meetings and other events involving the Senior Leadership Team, Members, Officers, external partners and organisations in order to maximise the effective working time of SLT.

6. To provide an administrative support service where required to support key partnership meetings, internal Programme Boards and events where a member of the Senior Management Team is acting as the lead officer or host.
7. To undertake general administrative tasks for the Chief Executive and Leader including raising and logging orders, receipting goods, raising cheque requests, preparing invoices for payment, maintaining a periodical payments register, making payment card payments and inventories in line with financial procedure rules.
8. To administer personnel information for SLT including annual leave records, time sheets, absence return, driver declarations etc. as directed ensuring relevant information is passed to HR and Finance as required.
9. Act as first point of contact and, in the absence of the Chief Executive, exercise a high degree of initiative, integrity and sensitivity, making appropriate judgments and decisions to deal effectively with matters as they arise, particularly matters of a personal or political nature.
10. Plan ahead, prepare and co-ordinate paperwork/information requirements as applicable to enable the Chief Executive to be fully prepared and effective.
11. Produce documents, including letters, reports, presentations and spreadsheets, accurately and to deadlines (using appropriate ICT systems and Microsoft packages) to ensure a professional image and timely action of business.
12. Arrange and schedule transport and accommodation where required.
13. Develop and maintain electronic filing systems to provide efficient and readily accessible sources of information and to track enquiries and responses from multiple stakeholders.
14. Respond to enquiries by telephone, in person and by email from a wide range of contacts, assessing their priority and importance and decide an appropriate course of action to avoid any unnecessary disruption to the Chief Executive.
15. To delegate responses to queries to other officers at the request of any member of SLT, track responses and monitor correspondence.
16. To undertake such other duties and responsibilities that are equal/similar to the responsibility level and grade of the post as may be determined from time to time.

Values

To promote and ensure our values are embedded in all aspects of service delivery and partnership working:

- **We Care:** Valuing others and developing ourselves; committed and passionate about what we do.
- **We Innovate:** Ambitious, creative and resourceful; putting customers first and learning from feedback
- **We Achieve:** Taking responsibility and seeking excellence; always proud to serve.

Health and Safety

To take reasonable care for the health, safety and well-being of yourself and others who may be affected by acts or omissions at work.

Equality

Melton Borough Council has a moral and legal duty to demonstrate fairness to our community, service users and staff. We aim to ensure our services are accessible to everyone and that our employment practices are barrier free and provide equal opportunities for prospective and current employees.

The responsibilities and duties listed above will vary from time to time without changing the character of the post or the level of responsibility entailed. You will be expected to adopt a flexible approach to ensure the efficient and effective implementation of relevant projects, programmes, policies and procedures.

Date reviewed : 27/02/23	Reviewing Manager: Democratic Services Manager
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Person specification

Qualifications – general standard of education to GCSE or equivalent level including Maths and English and/or significant administration experience.

Experience - significant experience as a Personal Assistant or in a Business Administration or equivalent role supporting senior officers in a complex organisation.

Good understanding of the functions of the Council and the role of Councillors.

Skills - highly developed interpersonal skills necessary to build effective relationships and deal appropriately with a wide range of contacts often at senior level; able to communicate effectively in writing and orally.

Excellence in proactive planning, organisation and diary management skills.

Capable of working under pressure, meeting tight deadlines in a challenging and dynamic environment and using own initiative.

Ability to prioritise workload.

Confidentiality and discretion.

Developed working knowledge of Microsoft Office suite applications.

Confidence in dealing with officers at all levels of the organisation, including Chief Executive, Elected Members and Partner Organisations

Motivation - Flexible attitude and able to perform under pressure with the ability to provide cover for Business Support Officer annual leave arrangements.

Understanding of and commitment to Health and Safety legislation and guidance.