



Comisiynydd Pobl Hŷn Cymru

Older People's Commissioner for Wales

JOB DESCRIPTION

Post Title:	Senior Executive Assistant
Salary:	£27,400-£33,250
Responsible to:	Head of Finance and Resources
Contract Type	Permanent Full time (37 hours per week)
Annual Leave	31 days plus 10 public and privilege holidays (pro rata for part time)
Pension Scheme	Principal Civil Service Pension Scheme
DBS Required Level	Disclosure and Barring Service Enhanced check
Location:	Based in Cardiff

ROLE OVERVIEW

The Senior Executive Assistant acts as a personal assistant to the Commissioner, providing the highest level of professional, efficient, administrative and secretarial support.

The post holder will use their own initiative to proactively maximise the use of the Commissioner's time.

The post holder will act as first point of contact for external stakeholders, confidently dealing with a wide range of matters in a professional manner.

The post holder will also perform the role of secretariat for the Business Management Team and Audit and Risk Assurance Committee and acts as the first point of contact for members.

PURPOSE OF ROLE

- To provide the highest level of professional, efficient, administrative and secretarial support to the Commissioner.
- To use your own initiative to proactively maximise the use of the Commissioner's time.

- To act as first point of contact for external stakeholders, confidently dealing with a wide range of matters in a professional manner.
- To act as first point of contact, internally and externally, for the Commissioner, dealing with all forms of communication and correspondence effectively and confidentially.
- To draft correspondence, documents and PowerPoint presentations for the Commissioner.
- To manage a complex and busy diary for the Commissioner, ensuring requests for meetings are responded to; co-ordinating meetings, liaising with attendees, organising travel arrangements.
- To ensure the Commissioner has sufficient briefings/papers in advance of meetings and events by preparing and collating information and liaising where appropriate with colleagues.
- To maintain effective paper and electronic filing systems, to comply with the Commissioner's information management policies.
- To maintain knowledge of political structures and developments, external stakeholders, and current and local national issues to ensure good judgement in recognising issues that require urgent attention.
- To attend weekly stakeholder management meetings with the Commissioner and colleagues.
- To attend internal and external meetings with the Commissioner when required to note necessary actions.
- To manage the Commissioner's email inbox, using your own initiative to prioritise the action.
- To provide secretariat support for the Business Management Team meetings and the Audit and Risk Assurance Committee meetings: being the first point of contact for members and setting agendas, circulating papers, taking minutes, following up actions, and preparing documentation.
- To have in place an annual plan for meeting agendas for Business Management meetings and Audit and Risk Assurance Committee.
- To provide support to the Chair of the Audit and Risk Assurance Committee in preparing for the annual review and drafting of the Committee's annual report to the Commissioner.
- To ensure that the Commissioner's expenses are collated monthly for publication on the Commissioner's website every quarter.
- To provide support and advice to the wider administrative team, and delegate tasks to the Executive Assistant where appropriate.

General duties common to all Job Descriptions

- To demonstrate a commitment to human rights, equality and diversity across all protected characteristics.
- To work in close co-operation with other members of staff and actively contribute to internal meetings and working groups.
- To represent the Commissioner positively and professionally at all times.
- To participate in engagement opportunities with older people, to keep in touch with older people's issues, concerns and ideas to inform our work and how we carry it out.
- To ensure that work complies with the Commissioner's statutory duties, internal control procedures, reporting formats and policies e.g financial procedures, GDPR, publication scheme, equality scheme, information management procedures, Welsh language Standards, and safeguarding policies and procedures.
- To undertake such other duties and responsibilities commensurate with the grade, as may be reasonably required.

THE CONTENTS OF THIS DOCUMENT WILL BE SUBJECT TO REVIEW FROM TIME TO TIME IN CONSULTATION WITH THE POST HOLDER. JOB DESCRIPTIONS MAY BE AMENDED TO REFLECT AND RECORD SUCH CHANGES.

PERSON SPECIFICATION – Senior Executive Assistant		
Attributes	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • A degree or professional level qualification from a relevant discipline or equivalent relevant work experience 	<ul style="list-style-type: none"> • Secretarial diploma or equivalent qualifications
Experience	<ul style="list-style-type: none"> • Significant experience of working in an Executive Assistant, Administration or PA role, supporting senior members of an organisation • Experience of handling personal and confidential information • Experience of managing the diaries of individuals who attend a high volume of meetings and undertake regular travel 	<ul style="list-style-type: none"> • Recent experience of working within a similar role in the public sector in Wales
Knowledge	<ul style="list-style-type: none"> • Understanding of the role and remit of the Older People’s Commissioner 	<ul style="list-style-type: none"> • Understanding of the issues that affect older people in Wales • Knowledge of the Welsh political environment • Knowledge of the Welsh public and/or third sector
Skills	<ul style="list-style-type: none"> • Highly literate with excellent written and oral communication skills • Excellent interpersonal skills with the ability to deal calmly and effectively with multiple pressures • Ability to communicate competently in Welsh with members of the public on the phone • Confidence in engaging with people at all levels • Excellent organisational skills with the ability to plan, organise and prioritise work effectively • Flexible and adaptable, being able to respond to changing priorities • Ability to build good working relationships at all levels, internally and externally 	

	<ul style="list-style-type: none">• Self-motivated and proactive with the ability to work independently• Excellent IT skills and ability to use a range of IT packages	
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