## ROLE PROFILE

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| **Job Title** | **Executive Assistant** |
| **Business Unit / Group Function** | Executive Board |
| **BU Team / Sub-Function** | Business Support |
| **Location** | SBP |
| **Team Leader** | Kelly McAulay |
| **Team Members** |  |
| **Job Level** | 5 |
| **Role Purpose** To provide Executive level business support to the x Director.To ensure the provision of a professional, high quality, proactive and efficient support service. |
| **Accountabilities*** Provide proactive and dynamic project management co-ordination and support across multiple programmes and workstreams, ensuring deadlines are met and conflicting priorities are monitored and controlled.
* Provide professional administrative support in the initiation, composition, typing and editing of executive correspondence and production of standard/management reports, including graphic design. Manage confidential data professionally and in line with policy.
* Manage daily diary of appointments/meetings for the Executive Director, prioritise and manage conflict to ensure diary time is utilised effectively.
* Organise all domestic and international travel arrangements for the Executive Director including flights, transportation, accommodation and the relevant visas, taking into account budgets.
* Support the wider team where appropriate to deliver T&E efficiencies.
* Arrange internal/external events and meetings/conferences including organising all aspects of an event venue selection including hotel, meeting room, catering requirements and all logistics to deliver outstanding meetings and events experiences.
* Maintain, update and suggest/make improvements to databases, E-Systems, administrative procedures, and internal/external communications so as to improve efficiency of operations.
* Manage queries and requests for information, both internal and external, in a confidential and discrete manner, and execute timely responses to actionable requests. Provides for effective communication between the Executive Director and the other internal departments/external stakeholders on behalf of the Executive Director.
* Preparing correspondence and presentation materials including drafting letters, reports and emails. Preparation of agenda items, taking minutes and following up on action items when required and to support the Executive Director in all communications both internal and external. Manage confidential data professionally and in line with policy.
* Provide support across the team to organise meetings and events.
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| **Created by:** | Kelly McAulay |
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| **HRBP:** | Kirsty Morris |
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