

Job Profile Information: Executive Assistant (Deputy Leader)

This supplementary information for Executive Assistant (Deputy Leader) is for guidance and must be used in conjunction with the Job Capsule for Job Level 3 Zone 2

Camden Way Category 3

It is for use during recruitment, setting objectives as part of the performance management process and other people management purposes. It does not form part of an employee's contract of employment.

Role Purpose:

To provide high level and high quality executive and policy support to the Deputy Leader of the Council.

Example outcomes or objectives that this role will deliver:

Enable and enhance the effectiveness of the Deputy Leader and add value to their work by:

- Taking lead responsibility for ensuring the smooth running of the Deputy Leader's diary ensuring time is used to the best effect.
- Ensuring careful forward planning so that the Deputy Leader can effectively discharge their duties. Including, preparing briefings and collating papers for meetings.
- Using a high level of judgement to apply knowledge in ensuring that appropriate and relevant issues and their linkages are highlighted in a timely manner.
- Providing flexible administrative and policy support to the Cabinet office in order to deliver Camden's priorities.
- Taking a lead on less complex low risk project and policy work, alongside the Cabinet Policy Officer.
- Provide effective and efficient high level support in the management of correspondence, including inbox management, acting on emails as necessary and, using a high level of judgement, deciding on appropriate actions. Draft substantive responses ensuring that these are of a

high quality.

- Maintain a clear oversight of the Deputy Leader's diary to ensure that a high level of proactivity and judgement is used in prioritising the Deputy Leaders time.
- Maintain political awareness, sensitivity, confidentiality and discretion to address these appropriately and ensure extremely high levels of customer service are delivered.
- Build relationships with the organisation and proactively work with others across the organisation to request information, commission briefings and follow through to ensure they are delivered and are in an appropriate format.

People Management Responsibilities:

There are no line management responsibilities in this role.

Relationships:

The post holder will work closely with elected Members, Portfolio Holders and Council Senior Officers and Camden's Public Affairs Officer.

Work Environment:

This role will be office based, working in a political environment.

Technical Knowledge and Experience:

- High level understanding of office based systems and processes, including executive diary management and forward planning.
- Current knowledge and understanding of the national and local political environment.
- Good knowledge and understanding of the roles and functions of local government.

- Excellent organisation skills and the ability to work autonomously and effectively multi-task and respond to the changing priorities of the Cabinet Office.
- High levels of initiative commissioning work from others and the ability to follow through actions to ensure that progress is made and others keep to deadlines.
- Strong literacy and numeracy skills and the ability to respond to queries with a high level of customer service.
- Excellent working knowledge of Microsoft Office programmes (Word, Excel and PowerPoint) and the ability to quickly learn and adapt to changing use of IT to support changes in ways of working.
- Ability to read, understand and summarise policies for the Deputy Leader.
- Ability to communicate effectively, negotiating and influencing with a wide range of stakeholders, whilst showing a high level of diplomacy and confidentiality in the provision of excellent customer care. Adapt style according to the audience and the needs of others.
- Ability to work flexibly, balancing competing priorities of self and others, to ensure that deadlines are met whilst understanding the needs, timescales and deadlines of others, enabling the delivery of organisational objectives.
- Ability to work under pressure, whilst maintaining strong attention to detail, and proactively use own initiative to make informed decisions and considered judgements.
- Ability to work as part of a team and manage the workflow to ensure that all aspects of work are managed with considerable attention to detail.
- Experience of working in a fast-paced, high profile support environment, providing executive support, including diary management to a leader of a private or public organisation.
- Experience of working with multiple stakeholders, including senior officials and partners.

Camden Way Five Ways of Working

In order to continue delivering for the people of Camden in the face of ever increasing financial pressure, we need to transform the way we do things. We call this the Camden Way. The Camden Way is a key part of our transformation strategy often referred to as the transformation triangle which links the Camden Plan, the Camden Way and the Financial Strategy together.

The Camden Way illustrates the approach that should underpin everything we do through five ways of working:

- Deliver for the people of Camden
- Work as one team
- Take pride in getting it right
- Find better ways
- Take personal responsibility