**Job Profile**

**Job Title: Executive Assistant (Deputy Leader)**

**Job Grade: Level 3 Zone 2**

**Salary Range: £34,033 - £39,480**

**About Camden**

‘Camden is building somewhere everyone can thrive, by making our borough the best place to live, work, study and visit. Because, we’re not just home to UK’s fast-growing economy. We’re home to the most important conversations happening today. And we’re making radical social change a reality, so that nobody gets left behind. Here’s where you can help decide a better future for us all. This is an important role providing support directly to the Deputy Leader of the Council, sitting within the Council's Cabinet Office, which as a team provides comprehensive support to the Leader, Deputy Leader and wider Cabinet.

**About the role**

The role will require high quality diary and inbox management, drafting and management of correspondence and ensuring careful forward planning to assist the Deputy Leader in discharging their duties. You will also work closely with Cabinet Office colleagues to ensure the timely escalation of issues, sharing of insight and to ensure the Deputy Leader receives the required briefing to take part in meetings and events. The role holder will ensure that the Deputy Leader is informed of emerging issues and opportunities and will build relationships across the organisation to support the work of the Deputy Leader.

This is an exciting opportunity to work in a role at the heart of a dynamic Council, working closely with elected members but also with a wide range of colleagues to deliver the best outcomes for residents and communities.

**About you**

You will show:

* 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 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. Adapting 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.

**Work Environment:**

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

**People Management Responsibilities:**

There are no line management responsibilities in this role.

**Relationships:**

The post holder will work closely with the Cabinet Office, Cabinet Members, wider elected Members, Members Support, Council Senior Officers and the Council’s wider communications and policy teams, alongside the services relevant to the Deputy Leader’s portfolio.

**Over to you**

We’re ready to welcome your ideas, your views, and your rebellious spirit. Help us redefine how we’re supporting people, and we’ll redefine what a career can be. If that sounds good to you, we’d love to talk

**Is this role Politically Restricted?**

Some posts at Camden are politically restricted, which means individuals holding these posts cannot have active political role. For a list of all politically restricted roles at Camden [click here](http://camdocs.camden.gov.uk/HPRMWebDrawer/Record/8081811/file/document?inline).

**Diversity & Inclusion**

We want Camden Council to be a great place to work and to ensure that our communities are represented across our workforce. A vital part of this is ensuring we are a truly inclusive organisation that encourages diversity in all respects, including diversity of thinking. We particularly welcome applications from Black, Asian and those of Other Ethnicities, LGBT+, disabled and neurodiverse communities to make a real difference to our residents so that equalities and justice remains at the heart of everything we do. Click [Diversity and Inclusion](https://camdengov.referrals.selectminds.com/togetherwearecamden/info/page2) for more information on our commitment.

**Agile working**

At Camden we view work as an activity, not a place. We focus on performance, not presenteeism. We create trusting relationships, we embrace innovation rather than bureaucracy and we value people. Collaboration is the Camden way, silo working isn’t.

At Camden we are proud to be one of Hire Me My Way’s inaugural campaign supporters. Hire Me My Way is a national campaign led by Timewise, designed to increase the volume of good quality jobs that can be worked flexibly in the UK (www.HireMeMyWay.org.uk). Hire Me My Way aims to treble the number of available good quality flexible jobs to 1 million by 2020.

**Asking for Adjustments**

Camden is committed to making our recruitment practices barrier-free and as accessible as possible for everyone. This includes making adjustments or changes for disabled people, neurodiverse people or people with long-term health conditions. If you would like us to do anything differently during the application, interview or assessment process, including providing information in an alternative format, please contact us on 020 7974 6655, at resourcing@camden.gov.uk or post to 5 Pancras Square, London, N1C 4AG,