

## **Executive Assistant to the Leader of the Council**

**Job Level: Level 4 Zone 1**

**Salary Range: £38,297 - £44,424**

### **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. The Leaders Office sits at the heart of the organisation and plays a lead role in supporting the Leader and the organisation to deliver ambitious plans to ensure that nobody gets left behind in Camden.

### **About you**

In this important role at the heart of the organisation you will work in a small, busy team to provide high quality executive support to the Leader of the Council, enabling her to focus on the strategic direction of the organisation and the borough more widely. As a frequent first-point of contact in this fast-paced, dynamic organisation, you will play a key role in leading and reflecting the highest quality of standards and professionalism. The postholder must feel confident interacting with a range of stakeholders including senior leaders and elected officials. You must have the organisational skills to maintain high volume service delivery and customer service to our residents and partners. It is important that you are flexible and adaptable to the evolving needs of the Leader and her ways of working. The role requires a "can-do" attitude and an ability to problem solve under pressure.

### **About the role**

1. Take lead responsibility for ensuring the smooth running of the Leader's daily operations. Managing a busy schedule through effective diary and inbox management, proactively ensuring the best use of time for the Leader. By planning ahead, ensure that time is available for strategic planning and other responsibilities such as ward walkabouts, service visits and maintaining connection with partners.
2. Requires excellent communication skills both written and verbal with a confident and pleasant telephone manner, maintaining confidentiality at all times. You will feel at ease communicating with a wide range of people, including residents who may sometimes be distressed, confidently building and maintaining your own relationships and on behalf of the Leader.
3. You will be able to build internal and external relationships quickly, and be able to communicate the Leader's priorities with ease. You will be confident engaging with senior leaders and be able to undertake challenging conversations when required.
4. You will be able to build relationships with senior officers and elected representatives across other local and regional authorities including London Councils, the GLA, Mayor of London, and the LGA, liaising with other relevant teams supporting the Leader in her external roles.

5. Using a high level of judgement, you will proactively identify any emerging challenges or issues across the organisation and beyond, ensuring they are highlighted in a timely manner to the Leader.
6. Work closely with the Chief Executive's Office and CMT providing the relevant secretariat for a range of their business process meetings and strategic conversations. This will include ensuring that meeting papers are collated and distributed by the agreed schedule and that relevant actions are accurately recorded at the meetings.
7. Represent and communicate on behalf of the Leader, maintaining political awareness, sensitivity, confidentiality and discretion at all times. Ensuring high levels of customer service are delivered.
8. Support the commissioning of briefings for the Leader, proactively working with others across the organisation to request information and follow through to ensure they are delivered on time and are quality assured to make sure they are in an appropriate format and are fit for purpose.
9. Proactively look ahead to ensure that effective forward planning and relevant horizon scanning is undertaken. In doing this, work to build good working relationships with staff across the organisation and with external partners.
10. Take ownership for and lead on the delivery of complex activities and events on behalf of the Leader, some of which will require rapid action and may sit outside of your usual day to day activities.

**Work Environment:**

This post demands a high level of flexibility, a positive attitude and ability to adapt to changes due to service needs. Working from home will remain an option but office-based working will feature prominently as per the business needs of the Leader and effective functioning of the Cabinet Office team. The postholder will be expected to work as an advocate in modelling new ways of working by using innovative and imaginative thinking to enable the success in adopting flexible working practices.

**People Management Responsibilities:**

There are no people management responsibilities.

**Relationships:**

The post holder will be required to liaise with various teams and services across the organisation and externally. Key contacts will include Cabinet, Chief Officers, Elected Members, officers across all directorates, members of the public, Camden residents, local businesses, voluntary and statutory organisations, external agencies, senior officers in other local authorities, London wide bodies, central government and external providers of goods and services. Whilst providing personal support to the leadership of Camden, the postholder is likely to encounter matters that are confidential, contentious and complex which will require considerable discretion.

### **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](#).

### **Diversity & Inclusion**

At Camden, we value and celebrate difference and encourage diversity in all respects. Our diverse workforce ensures we represent our communities to the best of our ability and enables us to make better decisions. Because of this, we particularly welcome applications from Black, Asian and those of other non-white ethnicities, those who identify as LGBT+, neurodiverse and disabled people.

### **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](http://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](mailto:resourcing@camden.gov.uk) or post to 5 Pancras Square, London, N1C 4AG,

### **Note:**

This document 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.