

**Executive Assistant to the Executive Management Team at the Office of the Police, Fire and Crime Commissioner (OPFCC)**

**Job Description**

<b>Grade</b>	SO1
<b>Department</b>	Office of the Police, Fire & Crime Commissioner (OPFCC)
<b>Line Manager</b>	Office & Volunteer Manager
<b>Scope</b>	<p>The core focus of this role is to provide dedicated executive support to the Executive Management Team working closely with the Executive Assistant to the PFCC, using keen judgement in dealings with all stakeholders, to advance the PFCC's work programme and emerging priorities, facilitate open communications, trouble shoot problems and broker solutions to identify opportunities to progress the PFCC's objectives and noting where challenges, risks and issues are appearing</p> <p>The successful candidate will be responsible for acting as the primary point of contact for all engagement with internal and external partners, and local, regional and national stakeholder groups that the PFCC and Executive Management Team is or will be engaging with</p> <p><b><u>Location</u></b> Granby Road, Harrogate</p> <p><b><u>Working Patterns</u></b> Standard Office Hours Requirement to work outside normal working hours as appropriate</p>
<b>Special Conditions</b>	<p>Security vetting procedures for the post (MV)</p> <p>Medical clearance procedures for the post (standard)</p> <p>The post occasionally involves work outside normal working hours</p> <p>Requirement to work in different locations across North Yorkshire and nationally</p> <p>Requirement to undertake training as and when required</p> <p>Need to attend external meetings/conferences/workshops and training as required</p>

<p><b>Main Responsibilities :</b></p>	<p>To provide executive support to the Executive Management Team, including stakeholder, project and administrative services, for all aspects of the PFCC's work as required</p> <p>To act as a gatekeeper for the Executive Management Team, proactively liaising and communicating with them to help agree their workload, and ensuring that the Executive Management Team diary is developed in such a way that maximises their efficiency and effectiveness</p> <p>To oversee the appointment system for the Executive Management Team, deciding which appointments they will attend and preparing briefing notes and speeches to facilitate appointments, ensuring that they are always prepared</p> <p>To respond comprehensively and effectively to challenging and changing priorities within the Executive Management Team diary commitments and workplan</p> <p>To develop, manage, and maintain the Executive Management Team's relationships, identifying, researching and building new opportunities to help promote and progress the PFCC's ideas and work</p> <p>To ensure the OPFCC maintains an open and outward facing approach through liaison with organisations to ensure that they are kept appropriately informed on events and arrangements relating to the work of the PFCC, developing those relationships, and making new opportunities for PFCC engagement with partners</p> <p>To provide cover for the Executive Assistant to the PFCC where needed</p> <p>To support the responsive work of the broader OPFCC team, including responding to enquiries and calls from time to time, contributing to and helping to advance the outcomes of the whole OPFCC team's work</p> <p>Ad hoc duties as and when required commensurate with the role</p> <p>To provide in addition to the above the following:</p> <ul style="list-style-type: none"> <li>• To co-ordinate and monitor the progress of issues being dealt with in the OPFCC on behalf of the PFCC</li> <li>• To support the Executive Management Team in respect of presentations including preparation of material to the required standard and ensuring the availability of equipment and facilities</li> <li>• To liaise with organisations to ensure that they are kept appropriately informed on events and arrangements relating to the work of the PFCC</li> </ul>
---------------------------------------	--

	<ul style="list-style-type: none"> <li>• To liaise with local MP offices and elected member organisations, to ensure issues that need the support of politicians are dealt with, ensuring partners are fully briefed on what the PFCC requires from them</li> <li>• Specific and targeted customer-centric delivery of progress, correspondence and records</li> <li>• Undertake Performance Measurement and Management through co-ordination of metrics and reporting</li> <li>• Undertake the development of OPFCC projects</li> <li>• Assist and engage with senior managers to implement change</li> </ul> <p><b><i>Please note this is a politically restricted role</i></b></p> <p>This job description indicates the key responsibilities of the post and does not restrict the post holder from performing other duties commensurate with the grade of post. Additional duties may be agreed on an individual basis and recorded in the Performance Development Review (PDR)</p>
<p><b>Essential Skills, Experience and Qualifications:</b></p>	<p><b><u>Essential</u></b></p> <p>Experience as an Executive Assistant to executive level managers or politicians</p> <p>Experience of working with a dynamic, fast paced working environment</p> <p>High level of commitment to delivering a good public service</p> <p>Competent and demonstrable technical / professional / management expertise</p> <p>Operational experience and proven competency in the areas of customer service, business support and general management</p> <p>Must have excellent communication skills, and maintain good working partnerships, with an ability to work positively, collaboratively and proactively with internal and external stakeholders, to balance assertiveness with good negotiating skills, be confident and articulate, with a key attention to detail in terms of current work demand and anticipating and planning for future demand issues</p> <p>High level of administrative, organisational and customer service skills</p> <p>Computer literate from data inputting, to file management, advance presentations and reporting</p> <p>Ability to build and maintain productive working partnerships</p>

	<p>Ability to work under pressure, to deadlines and with minimal supervision</p> <p><b><u>Desirable</u></b></p> <p>Previous experience of working within a political organisation</p> <p>Professional qualifications within business administration or a field relevant to this job role</p> <p>A good understanding of strategic partnership landscapes, potential impact of major policy changes, and performance management</p>
--	--

**Role Title :** Executive Assistant to the Executive Management Team (EMT)  
**Date created :** 15/09/2021  
**Last updated :** 15/09/2021