



Cheshire

Fire & Rescue Service

JOB DESCRIPTION

Job Title:	Senior Executive Assistant
Department:	Governance
Location:	Service Headquarters, Sadler Road
Post Number:	C055
Grade/Role:	Scale 6
Special Allowances:	None
Responsible to:	Head of Governance (Monitoring Officer)

JOB PURPOSE

To provide comprehensive secretarial and administrative support to the Chief Fire Officer, Deputy Chief Fire Officer and the Assistant Chief Fire Officer in respect of Fire Service activities at local, regional and national level so as to maximise the effective and efficient use of their time.

To have an awareness of the importance of relationships between the Service Leadership Team (SLT) and Elected Members in order to help support the Governance and Corporate Planning Manager in this aspect of Service protocol.

To line manage and co-ordinate the Executive Assistants to ensure the provision of an efficient and effective executive support service to the Directors and Heads of Department.

PRINCIPAL RESPONSIBILITIES

- 1 Provide a personal, confidential secretarial and administration service to the Chief Fire Officer, Deputy Chief Fire Officer and Assistant Chief Fire Officer in respect of Fire Authority, Service and external activities, so as to maximise the effective use of time.
- 2 To plan and manage the diaries of the Principal Officers including the organisation of travel arrangements, conference bookings, and registration at exhibitions and seminars. This will require regular liaison with the Communications team to ensure the co-ordination of Service events and the availability of the Officers.
- 3 Undertake research as required by the Principal Officers using a combination of resources to provide background material to assist them in formulating views or making judgements and decisions more quickly and efficiently. Resources could include internet research, telephone calls, meeting with other personnel or external contacts as appropriate.
- 4 Manage resources (staff, budgets and ICT etc.) to support the provision of a professional executive support service to the Principal Officers and wider Senior Leadership Team.
- 5 Provide functional leadership and line management of the Executive Assistants, including work allocation, appraisals, and support for training and development needs. Ensure that the work

outputs of the Executive Assistants is of a consistent high quality and that the Directors and Heads of Department receive timely and accurate support as required.

- 6 To manage the Executive Support forward planning system, electronic and archive filing system, and work with the Communications and Engagement Team to implement the principal station visit process.
- 7 Attend meetings with the Chief Fire Officer and Principal Officers to take notes. Produce minutes and action lists and distribute them to relevant parties within the required timescales as agreed with the meeting chair. To monitor actions and chase relevant persons for input prior to the next meeting.
- 8 To carry out and oversee the production of reports, minutes, papers, presentations and correspondence by utilising the relevant IT tools (MS Office applications) to meet the corporate standards and timescales agreed with the Chief Fire Officer and Principal Officers.
- 9 To Initiate, facilitate and develop projects or initiatives as requested by the Chief Fire Officer and Principal Officers and act on their instruction in their absence as and when necessary
- 10 To assist the administration of the Service's Freedom of Information and the Corporate Complaints and Compliments processes in consultation with the relevant officers.

Core Responsibilities for Cheshire Fire Service Personnel

Personal Performance

To take responsibility for personal performance (including personal fitness) and the development of personal skills to ensure the required skills, knowledge and competence to fulfil the role.

Personal Accountability

To manage the areas of responsibility attached to the post or commensurate with the role in accordance with the Authority's Scheme of Delegation.

Core Values and Behaviours

To encourage and promote the values of Cheshire Fire Authority and comply with the required standards of conduct and so promote the Authority within the community by acting with integrity and honesty.

Equality, Diversity and Inclusion

To promote, adhere to and implement the Service's Equality, Diversity and Inclusion Strategy/Policy and to work consistently to embed equality and diversity within the Service.

Safeguarding

To promote, adhere to and implement the Service's Safeguarding Strategy/Policy and to work consistently to embed Safeguarding within the Service. Including fulfilling your responsibility to report and record any safeguarding concerns you become aware of.

Staff Wellbeing and Engagement

To commit to making mental health and staff engagement a priority to maintain a healthy and productive executive support team.

Health and Safety

To work in compliance with Service Health and Safety Policy to ensure that hazards are identified and risks assessed and controlled.

To be proactive in managing your personal health, safety and wellbeing and that of your colleagues.

Environment

To promote the Service’s Environment Policy/Strategy by implementing working practices and procedures that ensure a sustainable approach to the use of resources and that resources are disposed of in an efficient and environmentally friendly way.

To work consistently to embed environmental considerations, energy efficiency and compliance with the Environment Management System (EMS) within the Service.

N.B.

Notwithstanding the detail in this job description, in accordance with the Cheshire Fire and Rescue Service’s flexibility policy the job holder will undertake such work as may be determined by the Chief Fire Officer/Line Manager from time to time, up to or at a level consistent with the principal responsibilities of the job and in any location within the Cheshire Fire and Rescue Service.

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Fire & Rescue Service

PERSON SPECIFICATION

Job Title: Senior Executive Assistant

PERSONAL ATTRIBUTES REQUIRED	ESSENTIAL	DESIRABLE
<p><u>Qualifications/Experience</u></p> <p>A-levels or equivalent Level 3 qualification.</p> <p>4 GCSE's at Grade A-C including English Language and Maths.</p> <p>Experience of working in an executive support role in a fast paced office environment.</p> <p>Supervisory management experience / qualification.</p> <p>Advanced IT skills, especially in the MS Office suite of programmes.</p> <p>Experience of undertaking projects.</p>	<p style="text-align: center;">*</p> <p style="text-align: center;">*</p> <p style="text-align: center;">*</p> <p style="text-align: center;">*</p> <p style="text-align: center;">*</p>	<p style="text-align: center;">*</p>
<p><u>Knowledge & Skills</u></p> <p>Knowledge of Fire Service and Fire Authority Protocols and Governance.</p> <p>Exceptional oral and written communication skills and in writing at all levels of the organisation.</p> <p>Excellent organisational skills and ability to manage a varied workload and competing deadlines.</p> <p>Ability to prepare well presented and appropriately formatted reports, agendas, minutes, tracking tools, templates and other documents.</p>	<p style="text-align: center;">*</p> <p style="text-align: center;">*</p> <p style="text-align: center;">*</p> <p style="text-align: center;">*</p>	<p style="text-align: center;">*</p>

<p>Ability to manage the distribution of work, preparation of reports, documents, presentations and speeches to agreed deadlines.</p> <p>The ability to evaluate information and respond or reply using own initiative.</p> <p>Planning, diary management and organisational skills.</p> <p>Well developed knowledge of Microsoft Office.</p> <p>Line management experience and / or be willing to work towards a supervisory management qualification.</p>	<p style="text-align: center;">*</p> <p style="text-align: center;">*</p> <p style="text-align: center;">*</p> <p style="text-align: center;">*</p>	
<p><u>Personal Competencies</u></p> <p>Attention to detail to ensure high standards of accuracy and professional presentation</p> <p>Proactive and resourceful and able to work with limited supervision</p> <p>Exceptional interpersonal skills are required as the postholder will routinely have to liaise externally with senior local, regional and national government personnel as well as internally with personnel at all levels of the organisation.</p> <p>Cordial with ability to act with tact, diplomacy and discretion on issues of a confidential or sensitive nature.</p> <p>Demonstrate a high standard of oral and written communication.</p> <p>Ability to meet deadlines and work calmly under pressure</p> <p>Excellent record of attendance</p> <p>Positive attitude to change and innovation</p> <p>Other personal attributes required include:</p> <ul style="list-style-type: none"> • flexibility and adaptability to prioritise conflicting demands 	<p style="text-align: center;">*</p> <p style="text-align: center;">*</p> <p style="text-align: center;">*</p> <p style="text-align: center;">*</p> <p style="text-align: center;">*</p> <p style="text-align: center;">*</p> <p style="text-align: center;">*</p> <p style="text-align: center;">*</p> <p style="text-align: center;">*</p> <p style="text-align: center;">*</p>	

<ul style="list-style-type: none">• a willingness to work occasional irregular hours• current driving licence		
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