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| **JOB DESCRIPTION** | | |
| **SPECIFIC JOB TITLE** | Executive Assistant to CEO and Executive Team | |
| **LEVEL/GRADE** | D | |
| **JOB FAMILY** | Business Support | |
| **CONTRACT TYPE** | Permanent | |
| **HOURS** | 37 hours per week | |
| **REPORTS TO** | CEO | |
| **DEPARTMENT** | Executive | |
| **LOCATION** | Harpenden | |
| **DATE** | June 2025 | |
| **OVERVIEW OF ROLE/JOB PURPOSE** | | |
| You will work closely with the CEO and Executive Team members, providing comprehensive and efficient support to enable their effective delivery of all aspects of their roles as strategic leaders of the institute.  As the Executive Assistant you will often be the first point of contact or source of information about the institute for internal and external senior stakeholders.    In addition to supporting the CEO and other Executive Team members’ schedules and key tasks, the role requires organising and minuting governance and other high-level meetings and undertaking a range of delegated research and project work.  You will be required to maintain and improve streamlined systems and processes to ensure efficient workflows and enable the production of accurate management information for reporting and planning purposes.  The role holder is expected to carry out the duties listed below, and any other duties reasonably required by the CEO or other members of the Institute Executive Team, commensurate with the grade and level of responsibility for this post, including some local and national travel. | | |
| **MAIN DUTIES OF ROLE** | | |
| **Generic Outputs** | **Description of Outputs** | **Description of Job Specific Duties** |
| **WORKING WITH OTHERS** | Provision of specialist advice and administrative assistance to employees and key stakeholders; networking to bring in useful resources. | * Act as a trusted point of contact to the CEO and Executive Team for internal and external stakeholders. * Handle external and internal enquiries and respond appropriately. * Maintain a professional network of internal and external contacts to approach regarding key issues and information. |
| **SCHEDULING AND DIARY MANAGEMENT** | Delivering proactive and efficient support for the CEO and other Executive Team members to manage busy work schedules. | * Provide effective scheduling and diary management support for the CEO and Executive Team. * Co-ordinate meetings and events including booking venues and refreshments. * Book travel and accommodation and produce travel itineraries for members of the Executive Team. |
| **SUPPORTING GOVERNANCE AND ACCOUNTABILITY** | Efficient servicing of Board, Executive and other high level institute meetings from agenda planning through to monitoring completion of actions. | * Co-ordinate, attend and minute key meetings (including Board, Executive Team, union and Employee Forum consultation meetings). * Draft agendas and ensure all papers for meetings are collated and circulated in advance of meeting. * Keep action logs, follow up and record progress on completion of actions. |
| **MANAGEMENT AND BUSINESS SUPPPORT** | Responding to requests to carry out research and projects and produce management information and analysis which support the strategic work of the CEO and Executive Team members. | As requested, and delegated by the CEO and other members of the Executive Team:   * Carry out specific projects and initiatives * Participate in project/working groups * Produce briefing papers, reports, presentations, documents, schedules * Undertake research, compile data and produce reports to support the governance and management of the institute. * Maintain comprehensive and accurate information systems and produce and analyse management information. * Manage expenses claims and purchase orders |
| **PROCESS IMPROVEMENT** | Maximising the potential of a range of systems and software to support streamlined and efficient workflows and reporting. | * Take the initiative to develop processes and systems to improve workload management and efficiency within the Executive Team making full use of available systems and software (including Unit4, electronic filing system, Excel, Outlook, PowerPoint, AI applications). |
| **LEADERSHIP AND MANAGEMENT** | Effective leadership of the centralised Administration Team | * Foster a strong and inclusive performance culture within the team. * Manage employee development and performance in accordance with RRes’s policies and processes, including carrying out regular PPDRS and ensuring each individual has an up-to-date and relevant personal development plan |
| **CONTINUING PROFESSIONAL**  **DEVELOPMENT** | Proactive planning of development opportunities which serve to broaden existing knowledge base and lead to acquisition of new skills. | * Be proactive in reflecting on own performance and identifying and acting upon areas for improvement and development. |
| **PERSON SPECIFICATION** | | |
| **Experience**  Experience of:   * Applying organisational and administrative skills to support the work of senior stakeholders in a busy environment. * Applying high level verbal and numerical analytical skills to identify issues and trends. * Analyzing documents or reports in order to generate concise summaries * Using a range of computer software applications including databases and Microsoft Office (Word, Excel, Outlook, PowerPoint). * Collaborating effectively as part of a team to achieve defined outcomes. * Dealing sensitively and confidentially with people and information. * Being proactive in developing own knowledge and skills.   **Skills, knowledge, and abilities**   * Excellent attention to detail and the ability to produce work of a high quality. * Ability to manage your own workload and time effectively and prioritise a number of competing tasks. * Excellent written and spoken English with the ability to communicate effectively via telephone, in person, and electronic means. * A genuine desire to lead and manage people and a good understanding of positive practice in setting goals, managing performance and supporting learning and development. * Confidence in working on own initiative. * A positive ‘can do’ attitude and flexibility in taking on a variety of tasks, often at short notice. * Genuine interest in working for an agricultural institute. * Commitment to working in a way that is consistent with RRes’ values: embracing innovation and change, pursuing excellence, working collaboratively, acting with integrity. | | |
| **COMPETENCIES** | | |
| * Personal effectiveness * Innovation and problem solving * Relating positively to others * Teamwork and collaboration * Leadership and management * Developing self and others to deliver excellence * Communicating and influencing | | |