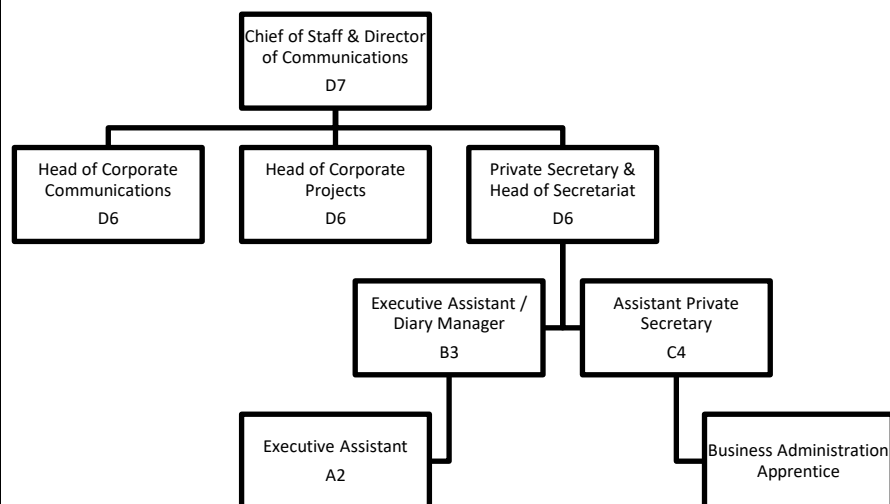




# Role Profile

<b>Role Title</b>	Assistant Private Secretary to the FCDO Services CEO
<b>Business group and team</b>	Chief of Staff
<b>Job Purpose Overview</b>	<p>The Assistant Private Secretary role is one of the most high profile and stretching roles at its grade in FCDO Services. The role holder will, alongside the wider CEO private office, work closely with the CEO to maintain and build relationships with key internal and external stakeholders as well as build their own including with Executive and Non-Executive Directors.</p> <p>The Assistant Private Secretary is responsible for providing high-quality policy advice to the CEO, and other Executive Directors, at pace. This requires the ability to quickly comprehend complex issues including risks and opportunities and communicate the key details effectively. They are also responsible for supporting the CEO to take key decisions, and communicating these decisions, clearly, to directors and other stakeholders.</p> <p>The Assistant Private Secretary is also the Deputy Head of the Board Secretariat, responsible for delivering high quality support to the FCDO Services Board, Executive Board and the Nominations Committee. This requires strong organisational and interpersonal skills to ensure high-quality papers and attention to detail to deliver high quality timely Board minutes.</p> <p>The role holder will be required to accompany the CEO to meetings and overseas trips, providing ad hoc first class briefing and advice, using their discretion and sound judgement to support the CEO.</p> <p>The role holder will deputise for the D6 Private Secretary and Head of Secretariat and will be the line manager for a Business Administration Apprentice.</p>
<b>Organisational position</b>	The role holder will report to the Private Secretary and Head of the CEO Office (a member of the CoSDoC Leadership Team).



<b>Date Updated</b>	12 March 2021	<b>Updated By</b>	JL
<b>Current / Applied Grade</b>	<b>C4</b>	<b>Job evaluation date</b>	<b>Confirmed grade</b>

## JOB RESPONSIBILITIES

The Assistant Private Secretary role is crucial to the CEO's ability to manage the decision-making process at the top of the organisation. The role holder will work closely with the CEO and the rest of the Chief of Staff and Director of Communications Directorate to ensure effective delivery of the CEO's priorities.

The role holder's main duties will be:

### CEO Office - Policy

- Responsible for high-quality drafting of key Board papers, on behalf of the CEO. This requires a detailed understanding of organisation priorities, key milestones and upcoming issues that Board members need to be informed of.
- Policy advisor to the CEO on issues relating to FCDO Services' priorities, including ensuring that the CEO is updated on developments and issues are escalated when necessary.
- Maintaining a detailed knowledge of organisation priorities, the associated opportunities and risks as well as the wider bigger picture within which they sit.
- Responsible for providing strategic direction and support to the wider organisation, including at director-level, providing awareness of the CEO's priorities and views on key issues. This includes explaining policy and complex decisions to senior managers / directors and, at times, having to explain difficult decisions which may have adverse impact on the directors, in a suitable manner.

### CEO Office - Admin

- Effective Management of the CEO's Administrative Workload including providing administrative support and oversight to the CEO to allow them to make timely decisions.
- Responsible for the planning and forward look for all of the CEO's overseas visits. They are also responsible for visit delivery, including liaising with directors and senior stakeholders, as well as accompanying the CEO on some visits.

- Support the CEO at their meetings, sharing this responsibility with the Private Secretary, and that write-ups and actions are relayed in an accurate and timely manner and taking responsibility for pursuing the implementation of those actions.
- Required, from time to time, to travel between Hanslope Park and London depending on business need..

### **Stakeholder Management**

- The CEO Office manage a number of key relationships on behalf of the CEO. The Assistant Private Secretary will be expected to build relationships with key contacts within the FCDO and ensure they have the right contacts throughout the organisation and beyond to allow them to deliver.
- Working with the Private Secretary, the role holder is responsible for all parliamentary business related to FCDO Services including drafting and facilitating the clearing of all parliamentary questions, FCDO orals and any debates that have an FCDO Services interest. This involves liaising with FCDO departments as well as parliamentary relations department.

### **Board Secretariat**

- Provide secretariat support for the director-level Boards - Executive Board, Nominations Committee, and FCDO Services Board. This includes commissioning and quality assure agendas, board papers, minutes and action logs.
- Provide high-quality clear, concise minutes for the Executive Board, Nominations Committee, and FCDO Services Board within a tight timescale to allow Directors to deliver against actions raised.
- Responsible for the clear communication of FCDO Services board decisions including regular communications with executive and non-executive directors.

### **Communications**

- Responsible for drafting the CEO weekly message, working closely with the CEO, Chief of Staff, Corporate Communications and the Private Secretary to ensure key messages are clearly presented and the message is issued on time.

### **CoSDoC Directorate Lead**

- Deputising for the D6 Private Secretary and Head of Secretariat. When they are absent, deputise for the D6 Private Secretary including covering a broader range of issues and ensuring full oversight of all issues that are covered by the CEO Office.
- Managing 1x Business Administration Apprentice in the CEO Office, including responsibility for their development and supervision.

## KNOWLEDGE AND KEY SKILLS

### *Essential:*

- Ability to demonstrate an understanding of complex policy and clearly explain policy and decisions to seniors including at director level.
- Ability to process and relay information about complex and sensitive matters in a succinct and professional manner.
- Strong level of literacy - excellent drafting skills for the production of reports and submissions.
- Strong numeracy and IT skills (including proficiency with Microsoft Office applications).
- A professional, positive attitude with the capacity to work under pressure and meet deadlines.
- Ability to deliver excellent results and respond quickly to changing priorities.
- Strong interpersonal and influencing skills, with the ability to create and sustain a broad range of professional relations, inside and outside the organisation.
- Effective planning skills to manage conflicting priorities and simultaneous demands.
- Willingness to operate in a highly secure environment.
- Ability to work and liaise autonomously on an area of a senior executive's agenda, escalating only where necessary.

### *Desirable:*

- Experience of working in a Director-level or Ministerial office.
- Experience providing a secretariat service for and taking minutes at a Director level board.
- Knowledge of databases, Customer Relationship Management and reporting tools.
- Ability to interpret complex data and present in a summary format.
- Commercial experience and knowledge of Trading Funds.
- Knowledge of cross-Whitehall operating procedures and personnel.
- Knowledge of the policy objectives of the FCDO, and how its operations functions are tasked to facilitate them.

## CORE BEHAVIOURS

### *Top three for job:*

- Managing a Quality Service
- Seeing the Big Picture
- Delivering at Pace

## CRITICAL SUCCESS FACTORS

### *Success measured and evidenced by:*

- Effective delivery of FCDO Services priorities through the management and support of the Chief Executive.
- Effective management and delivery of FCDO Services and Executive Board ensuring an effective board system and service for board members.
- Leadership and delivery of strategic priorities based on portfolio including in the UK and overseas. The CEO is supported in delivering their top priorities.
- A professional, responsive and friendly Private Office service to key stakeholders across FCDO Services, the FCDO and Whitehall.
- Ensuring consistent high quality products for the CEO and Board through both grip of the policy and strong leadership on quality assurance of products.

Budget Responsibility?	If YES, how much:	If NO can they authorise payments?
N	£ per annum	N
Reports to:	Private Secretary and Head of Secretariat, D6	

<b>(Role Title and Grade)</b>	
<b>Direct Reports: (Number and grades of staff)</b>	1 x Business Administration Apprentice