

Role Title	Executive Assistant				
Job Family	Business Management and Support	Sub Category	Business Management and Support	Grade	B3
Behaviours	<ul style="list-style-type: none"> Seeing the Big Picture Delivering at Pace Communicating and Influencing 				
Purpose	To provide an efficient and effective support service to a member of the executive team.				



FCDO Services

Key Accountabilities

- Inbox Management - Manage incoming communication, including prioritising, annotating and forwarding correspondence for action, and chasing progress on outstanding actions.
- Diary Management – strategic management of the Executive’s diary, using initiative to prioritise appointments and delegate where necessary.
- Secretariat Management - Responsible for delivering high quality support to Boards including minute taking, forward look management and commissioning and quality checking board papers.
- Corporate Responsibility lead – take on corporate responsibilities in support of the wider directorate.
- Provide cover for colleagues across the Executive Assistant cadre.
- Respond professionally, efficiently and with discretion to a range of stakeholders seeking to interact with the senior manager, gain information or insight.
- Carry out research and gather information requested.
- Draft routine internal and external correspondence.
- Commission, quality check and prepare meeting packs, ensuring all required material is included.
- Manage paper and electronic filing systems.
- Monitor and control stocks of office consumables.
- Organise events and travel - arranging accommodation, flights, and refreshments whilst observing security requirements.
- Raise purchase orders on behalf of the business as required.

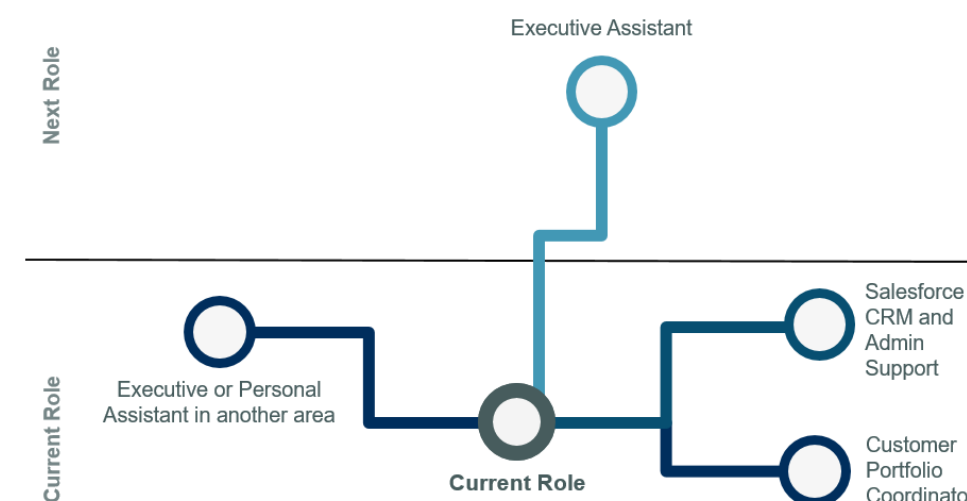
Authority and Scope

- Work as directed, without close supervision
- Act in the name of the Executive Team member when seeking information/responses/data etc.
- Produce highly accurate documents in line with templates and quality requirements e.g. presentations, minutes, reports and technical documents
- Ensure compliance with FCDO Services policies, standards and governance arrangements

Internal and External Communications

- Widespread interaction across FCDO Services business areas to give and clarify information, progress matters and manage day to day relationships, including with senior managers, Directors, other Executive Assistants/PAs/, and other stakeholders
- External – usually with EA’s and PA’s across government to gather information, make arrangements and coordinate activities

Potential Next Career Moves



Skills

- Administrative/secretariat
- Planning and organising
- Microsoft Office Suite
- Service reporting
- Customer service

Qualifications, Knowledge and Experience

Essential

- Experience in working with customers or stakeholders
- Experience of working to deadlines without direct supervision
- Experience of minute-taking

Desirable

- Experience of providing secretariat support to boards
- Some understanding of financial data
- Previous experience as an EA or PA
- Basic understanding of project management tools and techniques
- Understanding of FCDO Services business areas