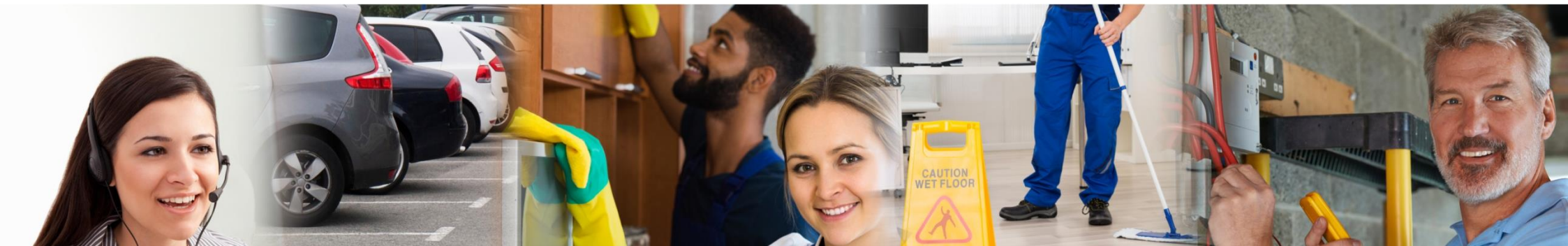




Candidate information

Personal Assistant to the Managing Director & Business Executive



Job Description

Post Title: Personal Assistant to the Managing Director	JD122	
<p>Summary of the Role:</p> <p>The Personal Assistant will work closely with the Managing Director (MD) and Business Executive on numerous day-to-day aspects of the business as well as delivering against specific projects and will be responsible for the operation of the Executive Office and supporting all senior leadership meetings as determine by the MD.</p> <p>The Personal Assistant will serve as a representative of the MD or 2gether, positively representing the organisation as an authoritative key contact, and action point for national and local organisations and individuals. They must be able to influence individuals of a senior level on behalf of the business and on behalf of MD and Executive Office.</p>	<p>Reports to:</p> <p>Managing Director</p>	
	<p>Base / Location:</p> <p>Kent and Canterbury Hospital</p>	
Key Responsibilities	Working Relationships & Contacts	
<p>To manage the Executive office, providing support to the MD and wider Business Executive team members by undertaking project work as directed and identifying and collating relevant information for the MD.</p> <p>Produce reports, articles, briefings, and project proposals as requested by the MD and/or Executive Board. Provide written briefings on sensitive and confidential issues.</p> <p>Ensure that, in the absence of the MD, work is progressed and any outstanding items delivered on time.</p> <p>Ensure that appropriate systems and processes are in place to coordinate and reports across the leadership tier of the business.</p>	<ul style="list-style-type: none">▪ Managing Director & Executive Board i.e. FD, PD, SDO.▪ Chairman and Non-Executive Directors▪ 2gether staff▪ Company Secretary▪ EKHUFT (100% shareholder)▪ Professional bodies and agencies/regulators▪ Specialist Central Contractors	

Follow up with senior leadership team members, as the representative of the MD, on actions and decisions following meetings and request work, on behalf of the MD.

Oversee the production of agendas, assembly of papers and ensure meetings comply with terms of reference and that adequate briefing information is available prior to the meeting.

Develop local policies for the Executive office as appropriate.

Create letters, statements, spread sheets and presentations using Microsoft office applications.

Co-ordinate correspondence on behalf of the MD and work independently with little or no supervision.

Managing the business support officer and ensuring admin support to the Business Executive.

Corporate Governance Responsibilities

Keep an index of Management Board and sub-committee minutes and decisions as appropriate and ensure that approved action is taken in a timely manner.

Proactively monitor the implementation of recommendations, liaising with staff at all levels.

Support the development and maintenance of Standard Operating procedures and policies within 2gether Support Solutions.

Be responsible for health and safety and associated risk assessments for the 2gether corporate offices (currently Flats 10 and 11, Orchard residences, K&C)

Management of contractors as required by the MD and/or Executive Board

Coordinate and prepare responses to requests for information considering the public interest test and relevant exemptions.

Job Dimensions: Problem solving, decision making, impact, resource management including value, working environment, responsible for staff & equipment)	Performance measures and KPIs
<p>As key contact for the MD responsible for finding creative solutions to issues raised by customers, key clients and staff.</p>	

Person Specification:		
<p>Knowledge & Skills:</p> <p>Excellent interpersonal, communication and diplomatic skills with the ability to communicate with all individuals from patients to Boards members.</p> <p>Ability to negotiate and be assertive at all levels in the business as well as influence and motivate others.</p> <p>Excellent planning and organisational skills, including personal organisation.</p> <p>Excellent minute taking skills</p> <p>Excellent IT skills including understanding of social media and online sources such as intranet and internet.</p> <p>Ability to progress a range of competing tasks and achieve demanding deadlines</p> <p>Confident but able to recognise limits of own role and responsibilities. Ability to work autonomously and on own initiative in a proactive-anticipatory manner</p> <p>Ability to deal with sensitive and confidential issues</p>	<p>Experience</p> <p>Minimum three years' experience in business administration</p> <p>Experience of managing a team</p>	<p>Qualifications</p> <p>Management Diploma or equivalent</p> <p>Sound educational background to graduate level or equivalent</p> <p>Excellent standard of numeracy and literacy</p>

Job Role: Essential Health and Safety information

Does the post involve ?	JD035, v2, 272	Y	N
Confined Spaces?	A “confined space” means any enclosed place, such as may need to be accessed by Estates staff for maintenance such as loft spaces, plant rooms or flues.		X
Driving?	This means driving a Trust Vehicle, Passenger Carrying Vehicle or transporting patients in own vehicle for work purposes. It does not include commuting or driving between places of work		X
Exposure to Substances Hazardous to Health?	This is where risk assessments have identified known health hazards. For example designated latex glove user, formalin, PMMA use.		X
Hand Arm Vibration Exposure?	This includes hand held tools such as drills, saws and other power equipment. This is likely to include employees working in the Plaster Room, Mortuary, Estates and Orthopaedic Surgery.		X
Hand Washing?	This means washing hands 20 plus times per working day.		X
Lone Working?	This means employees who work by themselves without close or direct supervision. Lone working may be found in a wide range of situations, such as home or community visits, working alone outside normal hours, working in remote or confined areas (such as plant rooms).		X
Manual Handling?	This means all job roles where there are specific manual handling / patient handling requirements.		X
Night working?	This means regular work at least 3 hours during the agreed ‘night period’ (usually includes 11pm to 6am).		X
Noise exposure?	This is where risk assessments have identified noise levels under the Noise at Work Regulations 2005, and is likely to include areas where ear protection is needed or workers regularly have to shout to communicate due to background noise.		X
Work at heights?	A place is ‘at height’ if a person could be injured falling from it. This includes working on ladders, up scaffold or any other apparatus. It may also apply to staff who regularly have to stand on kick-stools or steps for significant periods of time to retrieve items/ notes from high shelving.		X