

JOB DESCRIPTION

JOB TITLE:	Executive Assistant	JE NUMBER: A12662
DIRECTORATE:	Chief Executive	BAND: 7
RESPONSIBLE TO:	Executive Director	
RESPONSIBLE FOR:	N/A	
MAIN PURPOSE OF POST:	To lead the operational coordination of the Chief Executive Office, enabling the Council's senior leadership team to deliver effectively against Council priorities and strategic initiatives. This role provides confidential executive support to the Chief Executive and their deputy, ensuring seamless communication, stakeholder engagement and proactive issue resolution.	

DUTIES AND RESPONSIBILITIES:

Duties and responsibilities must be undertaken to comply with Council policies/procedures.

1.	Provide strategic support and co-ordination, managing communications with internal teams, elected members, government officials and external partners. Anticipate needs and prepare briefing materials, reports, agendas and follow ups for meetings and events.
2.	Manage correspondence (email, teams, calendar, post, telephone calls) for the Chief Executive and their deputy and ensure prompt responses and prioritisation of urgent matters.
3.	Undertake research and data analysis and prepare presentational material to support the senior leadership team to respond to and prepare for a variety of challenges and issues.
4.	Maintain and improve digital filing systems and workflows to support agile working and data security.
5.	Build strong working relationships across the council and with external agencies to support collaborative delivery of projects and services.
6.	Represent the Executive Office with professionalism and discretion.
7.	Monitor deadlines, actions and commitments, ensuring prompt execution and escalation where needed.
8.	Co-ordinate logistics for meetings, events, speaking engagements and external meetings.
9.	Receive and extend hospitality to visitors on behalf of the Chief Executive and their deputy.

10.	Work closely with the Chief Executive to prepare for Full Council and other key meetings.
11.	Complete and manage risk assessments and health and safety inspections as appropriate for the Chief Executive office.
12.	Provide other administrative support to the Chief Executive and their deputy, as needed.
13.	Contribute to team wide resilience, providing cover where required to the Leader, Deputy Leader and to Corporate Leadership team.
14.	Identify opportunities to streamline processes and adopt digital tools that enhance productivity.
15.	Support change initiatives and contribute to a culture of innovation and inclusivity
16.	Be proactive in organising work time effectively in order to meet tight deadlines
17.	Deploy a variety of communication and feedback tools and techniques to ensure the view of the Chief Executive and other Executive officers is effectively communicated.
18.	Work on own initiative and as part of a team to solve problems, resolve conflict and involve appropriate stakeholders to support the Chief Executive and their deputy in the performance of their duties.
19.	Effectively manage the Executive Office's support budget.

GENERAL – To be aware of and implement the following:

Equalities – The council's Equality and Diversity Policy which sets out the council's commitment to advancing equality and social inclusion while celebrating the diversity within our communities.

Code of Conduct – All employees of Chesterfield Borough Council must comply with the Employees' Code of Conduct.

Health & safety – To comply with the Health and Safety at Work etc. Act (1974) and carry out all duties in accordance with the Council's Health and Safety policy.

Staff Development - The Council's Performance & Development Review is an integral part of Chesterfield Borough Council's performance management framework as well as a key employee development procedure. You will be required to undertake any training required for the job role.

Data Protection – All employees must adhere to the requirements of the General Data Protection Regulations (GDPR) and the Data Protection Act 2018 in respect of confidentiality and disclosure of data.

Safeguarding Children and Vulnerable Adults - The council has both a moral and legal obligation to ensure a duty of care for children and vulnerable adults across its services. We are committed to ensuring that all children and vulnerable adults are protected and kept safe from harm, and we have a responsibility to safeguard and promote well-being.

Climate Change – The council's commitment to becoming a carbon neutral organisation by 2030 and to support the wider Borough to become carbon neutral by 2050 in line with the Council's Climate Change Strategy.

SPECIAL FEATURES OF POST:

Political Restriction	YES	X	NO	
Vetting Checks e.g Disclosure and Barring Service (DBS)	YES		NO	X
Flexible approach to time of work, with ability to work evenings and weekends as required by the needs of the service.	YES	X	NO	
You may be required to carry out those duties at your present workplace or at another council venue.	YES	X	NO	

It is the council's intention that this job description is seen as a guide to the main areas and duties for which the job holder is accountable. However, as the work that the council changes the job holder's obligations are also bound to vary and develop, so the job description should be seen as a guide and not as a permanent, definitive and exhaustive statement. This job description is non-contractual.

PERSON SPECIFICATION

JOB TITLE:	Executive Assistant	JE NUMBER:	A12662
DIRECTORATE:	Chief Executive	DATE:	8 October 2025

KNOWLEDGE / SKILLS / ABILITIES		Assessment Method
-		Application Form, Presentation, Scenario based Exercise, Interview, Qualification / Certificates
Essential		
•	Ability to proactively manage and prioritise a range of contact and correspondence including telephone calls, letters, complaints, meeting requests and reports from a variety of stakeholders	Application Form / Interview
•	Ability to quickly and succinctly identify key issues and brief the Chief Executive or their deputy accordingly	Interview
•	Ability to effectively manage complicated diary arrangements	Application Form / Interview
•	Ability to effectively manage logistics including briefings, bookings, financial management and support for large meetings, external visits, guest speaking etc.	Application Form / Interview
•	Strong research, analytical and problem solving skills.	Interview
•	Excellent interpersonal and communication skills, with a proactive and solutions focused mindset	Interview
•	Strong digital literacy, including Microsoft 365, teams, AI and document management platforms.	Interview
•	Ability to manage sensitive information with integrity and discretion.	Interview
•	Ability to manage your own workload, prioritising where necessary	Interview
Desirable		
•	A sound knowledge of local government structure and functions	Interview
EXPERIENCE		

Essential		
•	Proven experience in executive level support within a public sector or complex organisational setting	Application Form / Interview
•	Experience of providing briefing notes and presentations	Application form / Interview
•	Experience of working with and managing the expectations of a wide variety of internal and external stakeholders	Application form / Interview.
•	Experience of researching, analysing, managing and issuing information from a range of sources whilst ensuring data quality	Interview
•	Experience of working with and managing expectations of a wide variety of internal and external stakeholders	Application Form / Interview
•	Experience of using financial management systems to monitor budgets, create and pay invoices and expense claims.	Interview
QUALIFICATIONS		
Essential		
•	An NVQ level 3 qualification in business administration or equivalent educational standard/professional qualification or considerable practical experience in a relevant discipline.	Application form
Desirable		
•	A valid (UK) Driving license	Application form
OTHER REQUIREMENTS		
Essential		
•	To display the council's values and behaviours when carrying out the job role	Application Form, Interview
•	To perform the job role in accordance with the specified level of the council's Competency Framework	Application Form, Interview
•	Commitment to self-development, service improvement and organisational effectiveness	Application Form,

		Interview
COMPETENCY REQUIREMENT:		
Seeing the Big Picture	Seeing the big picture is about having an in-depth understanding and knowledge of how your role fits with and supports the council plan and the wider public needs and the national interest. For all staff, it is about focusing your contribution on the activities which will meet the council goals and deliver the greatest value. For leaders, it is about scanning the political context and taking account of wider impacts to develop long term implementation strategies that maximise opportunities to add value to the customer and support economic, sustainable growth.	Interview
Level: 1		
Changing and improving	People who are effective in this area take initiative, are innovative and seek out opportunities to create effective change. For all staff, it's about learning from what has worked as well as what has not, being open to change and improvement, and working in 'smarter', more focused ways. For leaders, this is about creating and encouraging a culture of innovation and allowing people to consider and take informed decisions. Doing this well means continuously seeking out ways to improve policy implementation and build a leaner, more flexible and responsive council. It also means making use of alternative delivery models including digital and partnership approaches wherever possible.	Interview
Level: 1		
Making Effective Decisions	Effectiveness in this area is about using sound judgement, evidence and knowledge to arrive at accurate, expert and professional decisions and advice. For all staff it's being careful and thoughtful about the use and protection of council and public information to ensure it is handled securely and with care. For leaders it's about reaching evidence based strategies, evaluating options, impacts, risks and solutions and creating a security culture around the handling information. They will aim to maximise return while minimising risk and balancing a range of considerations to provide sustainable outcomes.	Interview
Level: 1		
Leading & Communicating	At all levels, effectiveness in this area is about showing our pride and passion for public service, communicating	Interview

Level: 1	purpose and direction with clarity, integrity, and enthusiasm. It's about championing difference and external experience and supporting principles of fairness of opportunity for all. For leaders, it is about being visible, establishing a strong direction and persuasive future vision; managing and engaging with people in a straightforward, truthful, and candid way.	
Collaborating and Partnering	People skilled in this area are team players. At all levels, it requires working collaboratively, sharing information appropriately and building supportive, trusting and professional relationships with colleagues and a wide range of people within and outside the council, whilst having the confidence to challenge assumptions. For senior leaders, it's about being approachable, delivering business objectives through creating an inclusive environment, welcoming challenge however uncomfortable	Interview
Level: 2		
Developing self and others	Effectiveness in this area is having a strong focus on continuous learning for oneself, others and the organisation. For all staff, it's being open to learning, about keeping one's own knowledge and skill set current and evolving. For leaders, it's about investing in the capabilities of our people, to be effective now and in the future as well as giving clear, honest feedback and supporting teams to succeed. It's also about creating a learning and knowledge culture across the organisation to inform future plans and transformational change	Interview
Level: 1		
Delivering Value for Money	Delivering value for money involves the efficient, effective and economic use of taxpayers' money in the delivery of public services. For all staff, it means seeking out and implementing solutions which achieve the best mix of quality, and effectiveness for the least outlay. People who do this well base their decisions on evidenced information and follow agreed processes and policies, challenging these appropriately where they appear to prevent good value for money. For leaders it's about embedding a culture of value for money within their area/function. They work collaboratively across boundaries to ensure that the council maximises its strategic outcomes within the resources available	Interview
Level: 1		
Managing a Quality Service	Effectiveness in this area is about valuing and modelling professional excellence and expertise to deliver service objectives, taking account of diverse customer needs and requirements. People who are effective plan, organise and manage their time and activities to deliver a high quality, secure, reliable and efficient service,	Interview
Level: 1		

	applying programme, project and risk management approaches to support service delivery. For leaders, it is about creating an environment to deliver operational excellence and creating the most appropriate and cost effective delivery models for public services	
Delivering at Pace	Effectiveness in this area means focusing on delivering timely performance with energy and taking responsibility and accountability for quality outcomes. For all staff, it's about working to agreed goals and activities and dealing with challenges in a responsive and constructive way. For leaders, it is about building a performance culture where staff are given space, authority and support to deliver outcomes. It's also about keeping a firm focus on priorities and addressing performance issues resolutely, fairly and promptly	Interview
Level: 1		