

*This template is to be used for grades NCC-A1 up to NCC-H2 inclusively



Post Title: Executive Assistant to the Chief Executive / Leader and Deputy Leader

Grade: G

Job Purpose

To promote the Council's vision, values, aims, objectives, and priorities actively and effectively, putting our citizens first through the delivery of best value services.

The primary objective of the Executive Assistant is to offer a commitment to excellence and take a professional and proactive approach in supporting the Chief Executive / Leader and Deputy Leader across the full spectrum of personal administrative support service and operational support functions.

Individual Leadership Expectations

As an Officer of the Council, you will be expected to demonstrate our core behaviours, linked to the following four themes:

- **Individual Leadership:** by putting our citizens and customers first, delivering against your objectives, helping to set direction, and putting forward ideas for improvements.
- **Equality Diversity & Inclusion:** by ensuring we consider the needs of all NCC citizens in our work, show respect for others, upholding and adhering to the Council's Code of Conduct.
- **Change & Innovation:** by being creative, delivering change when needed, sharing problems, and helping to bring forward suggestions for improvements.
- **Collaboration:** by working well with others, identifying the needs of colleagues and others to deliver great services and by being a good communicator who works well with a range of audiences.

Specific Duties

1. Actively promote and embed Equality, Diversity, and Inclusion through all actions and in accordance with the organisation's EDI strategy and objectives.
2. Contribute to our corporate responsibility in relation to climate change by taking action and limiting the carbon impact of activities within your role and championing this work.
3. To ensure co-ordination of high-level meetings (internal and external), including agenda and forward planning, recording concise action-oriented notes and seeking and monitoring delivery of actions. Including co-ordinating diaries and project managing attendance at large external conferences, arranging external facilitators, venues and all logistics for high profile events.

4. To co-ordinate appropriate responses to correspondence, including the analysis of previous correspondence with the organisation, liaison with senior officers and co-ordination of a clear concise response in the appropriate style. Acknowledge citizen complaints and add these to NCCs HYS complaints system.
5. To organise and prepare complex documents, correspondence and reports requiring the integration of multiple office technology and software applications, often with limited direction.
6. Use initiative to solve problems and gather research for the Chief Executive/Leader and Deputy Leader, as directed by the Head of the Chief Executive's/Leader's Office. Co-ordinate input from across the Council and partners, building relationships to ensure thorough responses and successful outcomes. This includes maintaining excellent working relationships with the Corporate Leadership Team, Councillors, key stakeholders and partners as well as communicating complex instructions, delegating tasks, and tracking progress.
7. To support the Head of Chief Executive's Office / Head of Leader's Office with the smooth running of their Offices. Keeping track of tasks and deadlines, co-ordinating CLT/Executive Councillor office cover and diary co-ordination.
8. To undertake project work as required, effectively coordinating activity and maintaining project documentation in line with project management principles. This includes supporting the in the co-ordination of the Chief Executive's IPR.
9. To purchase goods and services adhering to financial regulations and process orders/invoices through to payment.
10. To use own initiative to problem-solve, both for 'live' issues and anticipated future issues that require resolution. To be flexible and adaptable to meet the varying demands of the role and have the ability to react calmly and professionally under pressure to get the job done.
11. To support the organisation's senior recruitment approach, working with Human Resources colleagues to ensure the appropriate senior recruitment arrangements are in place and that the Chief Executive/Leader and Deputy Leader are fully briefed on relevant recruitment campaigns.
12. To provide capacity and support across the service an appropriate level and support other pieces of project work for different areas of the Council, as requested and agreed under the leadership of the Service Delivery Manager - Leadership Support.
13. To be flexible to the need of the service and to be present at NCC sites when required in accordance with the agreed Hybrid Working contract. This includes possible start or finish time outside normal working hours.

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Numbers and grades of any staff supervised by the post holder: N/A

All staff are expected to abide by the obligations set out in the Information Security Policy, IT Acceptable Use Policy and Code of Conduct in order to uphold Nottingham City Council standards in relation to the creation, management, storage and transmission of information. Information must be treated in confidence and only be used for the purposes for which it has been gathered and should not be shared except where authorised to do so. It must not be used for personal gain or benefit, nor should it be passed on to third parties who might use it in such a way All staff are expected to uphold the City Council obligations in relation to current legislation including the Data Protection Act and Freedom of Information Act.

This is not a complete statement of all duties and responsibilities of this post. The post holder may be required to carry out any other duties as directed by a supervising officer; the responsibility level of any other duties should not exceed those outlined above.

Produced by Vanessa Watkin, Service Lead Customer Services Support Hub

Date: 30 July 2025



Job title: Executive Assistant to the Chief Executive

AREA OF RESPONSIBILITY	REQUIREMENT	MEASUREMENT		
		A	AC	D
Individual Leadership	Takes personal accountability for own development.		✓	
	Drive and motivation, ability to deliver against challenging objectives.	✓	✓	
Change and Innovation	Confidence and ability to put forward ideas for change.		✓	
	Ability to be creative, to be able to identify problems and work to create solutions.	✓	✓	
Collaboration	Evidence of working successfully in partnership across different sectors, building and maintaining good working relationships.		✓	
	Evidence of actively working with others to improve collaboration internally and externally.	✓	✓	
Equality, Diversity, and Inclusion	An understanding of why it's important to consider equality, diversity, and inclusion in all that we do.	✓	✓	
	Demonstrating personal commitment to the equality, diversity and inclusion challenges faced by our workforce and Nottingham's people.	✓	✓	
Technical Skills and Knowledge	Ability to analyse and interpret complex information	✓	✓	
	Demonstration of excellent organisational prioritisation and skills, the ability to cope with pressure and meet multiple deadlines	✓	✓	
	Experience of managing complex diaries, prioritising meetings, and making decisions independently.			
	Good analytical skills with the ability to carry out research	✓	✓	
	An ability to write concise, clear and accurate reports and briefings	✓	✓	
	Ability to work effectively with a range of colleagues and Councillors in a political environment	✓	✓	
	IT skills and experience to include use of word processing, spreadsheets, databases, financial systems, Outlook, project management tools and internet	✓	✓	

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**Nottingham
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	Experience of contributing to projects and the demonstration of excellent organisational skills, the ability to cope with pressure and meet multiple deadlines	✓	✓	
	Experience of co-ordinating and organising high level meetings/events/briefings	✓	✓	
	Experience of collating, analysing and interpreting detailed information, and writing reports/briefing materials	✓	✓	

A - Application	AC – Assessment Centre	D – Documentary	
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