

JOB DESCRIPTION

A. POST DETAILS:

Job Title: Executive Assistant to Chief Officer - B001
Department: Chief Officer Group Area: Force Headquarters
Reports To: DCC's Executive Assistant No of Posts: 5

B. PURPOSE OF THE POST:

Provide a management and business focused support service to members of the Chief Officer Group (COG).
Proactively identify and help to resolve issues that impact on the delivery of day to day business.
Provide direction and guidance to Divisional and Sub Divisional Commanders and FHQ Department Heads that fall under the portfolio of the Chief Officer.

Continue on a separate sheet and attach if required

C. DIMENSIONS OF THE POST

Financial – Direct or Non-Direct

Responsible for maintaining the budget allocation and expenditure of the COG member circa £250k.

Staff Responsibilities – Direct or Non-Direct

The post holder will be required to provide direction and guidance to the COG member's direct reports, all staff within their portfolio, Divisional Commanders and FHQ Department Heads. Executive Assistants will line manage PAs within their portfolio.

The EA will also hold line management responsibility for PAs within their portfolio.

Any Other Statistical Data

D. PRINCIPAL ACCOUNTABILITIES:

Make decisions on behalf of the COG member and provide direction and guidance to the senior management team within their portfolio to ensure effective service delivery.

Proactively identify and help to resolve issues that impact on the delivery of day to day business. Liaise with appropriate people (at all levels of seniority both within BTP and externally) to resolve issues. Advise the COG member on unresolved issues that need to be addressed.

Manage the COG member's busy schedule, organising meetings, making decisions on conflicting priorities, and prioritising commitments to make the most effective use of their time.

Prepare reports and correspondence (including emails) for the COG member, which may, due to the subject matter, require sensitivity, discretion, judgement or negotiation.

Project manage activities as delegated by the COG member, which may cover a wide range of initiatives. Undertake research, provide solutions and initiate action.

Track and monitor the progress of actions, tasks or workstreams on behalf of the SCT member.

Attend meetings with the COG member, and provide effective support to the meeting. Brief the COG member ahead of meetings, and carry out the necessary background research and analysis to enable the COG member to effectively contribute to the meeting.

Build positive working relationships with senior stakeholders, including BTPA, rail industry Managing Directors, other police forces, government officials and BTP's senior management team.

Research and analyse issues in relation to national policing policy and advise the COG member on implications for BTP.

Continue on a separate sheet and attach if required

E. CONTACT WITH OTHERS:

Internal

Internally, the work of the Executive Assistant involves extensive liaison with COG, Force Management Team, BTPA, and police officers and police staff at all levels within the Force.

External

Externally, the Executive Assistant will have extensive liaison with senior key stakeholders and government departments including rail industry Managing Directors, Department for Transport, Home Office, Greater London Assembly, Transport for London, ACPO, ACPOS, Scottish Executive, National Audit Office, Members of Parliament, Home Office forces, and international organisations.

F. EXPERIENCE, KNOWLEDGE, QUALIFICATIONS AND TRAINING:

Essential Criteria

A minimum of 3 years experience of working at an executive level as a Personal Assistant in a fast paced office environment.

Educated to degree level or NVQ level 3 in Business and Administration or equivalent.

Excellent interpersonal skills and written communication skills.

Ability to work under pressure and unsupervised, prioritising conflicting demands to meet deadlines whilst maintaining a high standard of work.

Initiative and strong decision making ability.

Experience of providing executive support to high level meetings e.g. Director level board meetings.

Experience / knowledge of software packages with advance Word, Excel and Powerpoint skills.

Experience of handling confidential information and exercising a high degree of discretion and initiative

The post holder will be required to pass the required vetting level ranging from management vetting to SC.

Desirable Criteria

Qualification in PRINCE 2 Project Management.

The post holder should have a good knowledge of the environment BTP operates in and an understanding of the wider political, financial and industry factors that effects its operation.

Continue on a separate sheet and attach if required

G. ANY ADDITIONAL INFORMATION (including any particularly challenging/difficult aspects of the job)

The post is a varied and challenging role and the post holder will be required to operate in various situations requiring strong organisational, analytical, influencing, leadership and motivational skills.

The roles and responsibilities of this post have, and are likely to, change in line with the ongoing development of the COG member's role.

Given the nature of the role, a degree of out of hours working and long days will be required.

Continue on a separate sheet and attach if required

AUTHORISATION DETAILS:

Prepared By: Elaine Derrick

Date: April 2018

Authorised By: