



<b>Position Title</b>		Executive Assistant to the Mayor
<b>Reports To</b>		Group Manager Corporate Services (structurally) Mayor (functionally)
<b>Hours of Work</b>		A minimum of 20 hours per week - (extra hours by agreement from time to time)
<b>Purpose of the Role:</b> To support the Mayor to be successful in his role through co-ordination and administrative support		
<b>Key Relationships:</b>	<b>Internal:</b> Chief Executive, Group Managers, PA to Chief Executive, other staff <b>External:</b> Councillors, Council stakeholders, general community	
<b>Core Staff Values</b>		
<b>Community Driven</b> - We are committed to making a difference in the community we call home <b>One Team</b> - Shared direction, shared effort <b>Future Focussed</b> - We seek solutions that are fit for the future <b>Integrity</b> - Open and honest in decisions and action <b>We Care</b> - About people and place		
<b>Key Responsibilities:</b>	<b>Expected Results</b>	<b>Means</b>
<b>Diary and Constituent Management</b> % of job: 25%	Community members and key stakeholders have access to the Mayor in a timely manner  Mayor supported to provide answers and solutions to questions/issues raised  Diary managed effectively leaving adequate time to get other work done	<ul style="list-style-type: none"> <li>➤ Being contact point for all appointments with the Mayor</li> <li>➤ Researching issues to be presented in advance of meeting to assist the Mayor</li> <li>➤ Co-ordinating with other key staff on events in Council calendar to ensure availability</li> </ul>

<b>Event Management</b> <b>% of job: 25%</b>	Events hosted by the Mayor, including public consultations are co-ordinated and managed effectively	<ul style="list-style-type: none"> <li>➤ Events planned well in advance</li> <li>➤ Co-ordination of invites and RSVPs and marketing where applicable</li> </ul>
<b>Communications Support</b> <b>% of job: 25%</b>	Regular communications from Mayor to community produced in an effective and professional manner  Responses to correspondence prepared in a timely manner  Mayor supported with production of reports and presentations	<ul style="list-style-type: none"> <li>➤ Liaison with Chief Executive and other key staff such as communications team</li> <li>➤ Management of media contacts</li> <li>➤ Management of key stakeholder database</li> <li>➤ Management of email</li> <li>➤ Production of presentations and flyers/newsletters in conjunction with communications team</li> </ul>
<b>General Administrative Support and Duties</b> <b>% of job: 15%</b>	Support provided to other team members where required  Participation and engagement in team meetings, planning and other team processes and projects as required, including civil defence in state of emergency	<ul style="list-style-type: none"> <li>➤ Cover for other staff's leave as required</li> <li>➤ Administration/project assistance provided to others as and when time allows</li> <li>➤ Awareness of civil defence roles and duties within Council</li> </ul>
<b>Other tasks not specified</b> <b>% of job: 10%</b>	Completion of other tasks from time to time as requested by the Mayor	<ul style="list-style-type: none"> <li>➤ One-of off tasks and projects undertaken as required</li> </ul>
<b>Key Performance Indicators</b>	<ul style="list-style-type: none"> <li>✓ Mayor satisfaction with performance</li> <li>✓ Achievement of tasks within expected time frames</li> <li>✓ 360 feedback</li> </ul>	
<b>Resources</b>	<ul style="list-style-type: none"> <li>✓ ie Council systems and processes</li> <li>✓ Council vehicle as required</li> <li>✓ Laptop and phone</li> </ul>	
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>✓ An above average ability to communicate with a wide range of people</li> <li>✓ Research skills</li> <li>✓ Excellent verbal and written communication skills</li> <li>✓ Ability to multi-task</li> <li>✓ Planning and organisational skills</li> <li>✓ High level computer and document production skills</li> </ul>	