

Executive Support Officer

Specific Responsibilities

- You will lead a confidential, flexible and responsive business support service to the Chief Executive and the Senior Leadership Team. This will include development, implementation, monitoring and review of administration processes, systems and standards.
- You will co-ordinate work programmes of service areas within WTY.
- You will be responsible for managing the Chief Executive and Senior Leadership Team diaries and electronic/written correspondence; writing accurate and detailed responses if required.
- You will co-ordinate all procurement of administrative supplies, ensuring rules and regulations around finance and procurement are applied.
- You will liaise with service specific business functions to coordinate board and leadership meetings, ensuring agendas and relevant papers are readily available. You will be responsible for taking accurate notes/action points from these meetings.
- You will work as part of team on specific project delivery, actively engaging with the lead for that project, working with partner organisations and stakeholders.

- Your responsibilities will include the co-ordination of the operational information governance activity particularly with regards to Freedom of Information and Data Protection requests and complaints.
- You will drive forward a programme of continuous improvement, share best practice and co-ordinate activity having regard to business and partner needs.
- Make recommendations to the senior leadership team on value for money.
- Actively promotes and displays WtY team values and takes steps to install these behaviours with other members of the team.
- You will develop a range of systems and improvements, implementing, monitoring and maintaining in line with WTY. This may involve working with other functional areas and external agencies in order to gather relevant information and support implementation.
- Effective working relationships are built with colleagues, and internal and external agencies where appropriate.
- Compliance with GDPR regulations and all WTY policies.
- Carry out other duties as specified from time to time

Skills, Knowledge and Experience

- Excellent interpersonal skills are essential as you will be required to build and maintain effective working relationships with a wide range of people.
- Experience of working to tight deadlines and potentially under constant pressure.
- Experience of delivering a highly confidential business support function.
- An ability to produce work to that level using the full functionality of applications and systems such as Microsoft Office for complex tasks.
- Literacy and numeracy skills to be able to produce a variety of documents and produce statistics / perform calculations.
- Effective project management skills and the ability to prioritise and manage ongoing project work.
- Ability to make and maintain records of meetings and decisions and track progress in implementing recommendations.
- Demonstrable commitment to performance management and productivity to meet WtY priorities.
- Committed to and champions Diversity and Inclusion.
- Demonstrates a flexible, creative and innovative solutions focused approach.
- Ability to challenge appropriately at all levels and in a range of arenas.

Current Portfolio

