

Executive PA to the Managing Director

Purpose of the Role

To provide high level executive support to the Managing Director and Senior Leadership Team, ensuring the effective management of diaries, meetings, communications, governance and strategic priorities.

The postholder will lead the administration of the RDA Board, Strategic Projects Board and other stakeholder groups whilst acting as a trusted Executive PA to the Managing Director.

The Executive PA will also provide day to day guidance and supervision to the Business Administrator, ensuring administrative support is delivered efficiently across the organisation and that workloads are effectively coordinated.

The role requires someone who is highly organised, proactive and professional, capable of managing competing priorities, exercising discretion and acting as a key point of contact for senior stakeholders.

Key Responsibilities

Executive and PA Support

- Provide proactive executive support to the Managing Director.
- Manage a complex and frequently changing diary, arranging meetings and appointments and ensuring time is used effectively.
- Act as a first point of contact for internal and external stakeholders.
- Screen, prioritise and respond to correspondence where appropriate.
- Support management of the Managing Director's inbox, identifying priority actions and ensuring timely responses.
- Prepare meeting briefs, background papers and information packs.
- Arrange travel, accommodation and itineraries.
- Monitor key actions and commitments arising from meetings and correspondence.
- Support the Managing Director in managing competing priorities and deadlines.

Governance and Board Support

- Lead the administration of the RDA Board and Strategic Projects Board.
- Prepare and issue agendas, reports and board papers to agreed timescales.

- Ensure papers are of an appropriate quality and format prior to circulation.
- Attend Board and Strategic Projects Board meetings.
- Produce accurate minutes and action logs.
- Monitor and chase actions arising from meetings.
- Maintain governance records and meeting archives.
- Support compliance with governance procedures and reporting requirements.

Meeting and Event Management

- Organise board meetings, workshops, stakeholder sessions and corporate events.
- Coordinate venues, catering, technology and meeting documentation.
- Liaise with board members, elected members, senior officers and external partners.
- Ensure all meetings are professionally managed and supported.

Business Administration

- Provide day to day supervision, guidance and support to the Business Administrator
- Allocate and coordinate administrative tasks to the Business Administrator to ensure effective support is provided across the organisation
- Monitor the quality, accuracy and timeliness of administrative work
- Support the development of the Business Administrator
- Act as an escalation point for complex administrative tasks
- Review administrative processes and identify opportunities to improve efficiency and service delivery

Person Specification

Essential Knowledge and Experience

- Significant experience providing Executive Assistant or Personal Assistant support to a senior executive, director or chief officer.
- Experience managing complex diaries and multiple stakeholder relationships.
- Experience organising and supporting board or committee meetings.
- Experience producing agendas, reports, minutes and action logs.
- Experience managing confidential and sensitive information.

- Experience working within a professional office environment.
- Experience of supervising, coordinating or mentoring administrative staff

Essential Skills

- Strong organisational leadership and coordination skills
- Excellent organisational and planning skills.
- Outstanding attention to detail.
- Ability to prioritise competing demands and work to tight deadlines.
- Ability to delegate effectively and manage workloads
- Strong written communication skills.
- Excellent interpersonal and stakeholder management skills.
- Ability to work independently and use initiative.
- High levels of discretion and professionalism.
- Ability to coach and develop others
- Proficient in Microsoft Office, Teams and Outlook.

Desirable

- Experience supporting a Board, Committee or Governance function.
- Experience within local government, regeneration, economic development or the public sector.
- Knowledge of governance and reporting processes.

Key Attributes

The successful candidate will be:

- Proactive and forward thinking.
- Calm under pressure.
- Highly organised.
- Professional and trustworthy.
- Confident dealing with senior stakeholders.
- Able to anticipate issues before they arise.

- Flexible and adaptable.
- Committed to providing excellent service.