
Your job

Job Title: Executive Assistant

Service: Senior Management Support Team

Grade: G6

Reporting to: Executive Office Deputy Manager

The Senior Management Support Team is part of the Strategy and Innovation team, providing support to the Senior Management Team (SMT). The Senior Management Support team work closely with colleagues across the organisation, residents and communities in the Borough and partners across Greater Manchester and further afield. As an Executive Assistant you will provide a pro-active, comprehensive, high quality and confidential administrative support service to the Senior Management Team.

Mandatory Statement

The Council is committed to complying with European General Data Protection regulations (UKGDPR) and meeting the requirements of the Information Commissioner's office (regulating data protection compliance in the UK). It is your responsibility to ensure that the work you undertake is compliant with the General Data Protection regulations.

Wigan Council is an active, strong, and committed corporate parent. As a priority, all employees have a responsibility towards the children we look after and care leavers, not just those employed by the Children's Directorate.

In this job you will:

In the next 12 months, you will:

- Provide and maintain a professional and high quality personal and administrative support service to all SMT members.
- Forward plan to provide a support service that is future proofed against business needs and organisational changes, including operating methodologies and technological developments that assist SMT achieve their objectives.
- Support SMT effectively through complex, demanding diary and email management, including work scheduling, appointments, prioritising activities and travel and accommodation arrangements.
- Co-ordinate clerical and administrative support services including minute taking, agenda preparation, distribution of papers, follow-up actions and other associated duties across all directorates/services.
- Evaluate administrative and secretarial procedures and information systems to implement continuous improvements and develop effective working practices to ensure optimum efficiency and effective use of resources.
- Act as first point of contact for SMT.
- Analyse and interpret information/data and prepare responses on behalf of senior officers or elected members.
- Assist in the research, preparation and delivery of presentations/briefing sessions.
- Ensure you operate within GDPR guidelines by regularly reviewing data held and destroying information in line with retention schedules

In this job you will need:

You must be able to demonstrate the following essential requirements:

- An Executive PA Certificate or other relevant qualification or be able to demonstrate a similar level of knowledge, skills and experience.
- Extensive experience of email and diary management as well as prioritising multiple responsibilities to a deadline.
- Excellent communication and customer care skills.
- Advanced IT skills with competent knowledge and experience using Microsoft Office.
- The ability to maintain confidentiality and manage sensitive information/data in line with legislation and procedure.
- A high level of organisational skills with an outstanding attention to detail and right first-time approach to tasks.

- A professional and assertive manner with a high level of interpersonal and influencing skills. An ability to work with partners and colleagues and constructively challenge where appropriate to do so.
- The ability to operate within a fast-paced environment and demonstrate resilience, confidence and integrity.
- A flexible approach and be a strong team player.
- Ensure you operate within GDPR guidelines by regularly reviewing data held and destroying information in line with retention schedules

Our Culture

For us, it's not just about all we achieve as an organisation, but how we do it. Therefore, all employees are expected to display our **TeamWigan** behaviours.

Be Positive	“ Take pride in all that you do and support and develop yourself and others. ”
Be Accountable	“ Be responsible for making things better, enabling change and supporting improvement. ”
Be Courageous	“ Be open to doing things differently and working collaboratively with others. ”
Be Kind	“ Be helpful, generous and thoughtful towards yourself and others. ”