

JOB DESCRIPTION

Job title: EA to the Director and SLT, and Business Support

Department: Directorate

Salary: Circa £40,000 - £45,000 per annum, depending on experience

Hours: Full-time (35 hours pw)

Location: London office, hybrid working with at least 3 days a week in the office

Reports to: The Director, Greenwich Hospital, with dotted line to the Director of Governance

Works with: Director, Senior Leadership Team and across entire organisation.

Job Purpose

- **Lynchpin.** To act as the lynchpin of the organisation, working closely with all colleagues to deliver a positive, joined-up and dynamic working environment.
- **Executive Assistant.** To act as Executive Assistant to the SLT in particular the Director of Greenwich Hospital (DGH). This role is to include forward planning and proactive anticipation of requirements. Managing all travel and logistical needs and planning itineraries to best support the work of DGH. To support the Senior Leadership Team in their role as leaders by ensuring they can act efficiently, with their time optimised.
- **Representation/Ambassador.** Representing the office of the DGH internally and externally with a wide variety of senior key stakeholders.
- **Business Support.** To act as in a business support capacity as Secretary for Greenwich Hospital Advisory Board, Committees and Sub-Committees and Charity Scrutiny Panel. To include, organising and documenting all Greenwich Hospital's Board and committee meetings and liaising with all stakeholders to ensure and facilitate attendance and keep an up-to-date actions log.
- **Office Management.** To act in a business support capacity by maintaining a safe, efficient, professional and welcoming office environment (both physical and virtual).

Key responsibilities

Executive Assistant:

- Provide flexible support to the DGH and other Senior members, to include
 - Pro-actively co-ordinating diary for DGH primarily and the Senior Leadership team, liaising with external and internal contacts to confirm appointments and making necessary arrangements.
 - Supporting SLT meetings by maintenance of actions log, drafting agendas and liaising with DGH.
 - Build relationships both internally and externally with key stakeholders, including senior naval personnel and their teams, always maintaining the need to represent GH and the DGH as a positive ambassador.
- Act as Secretary for GH's Advisory Board and other committees by:
 - Planning and timetabling the meeting cycles

- Drafting agendas for meetings in liaison with Director GH and the SLT.
- Producing concise, accurate and timely minutes, ensuring that they reflect the gravitas of each meeting and that any SLT amends are noted and coordinated.
- Co-ordinating Board packs, monitoring matters arising and ensuring actions are completed in a timely manner.
- Issuing papers both electronically and, exceptionally when required, in hard copy.
- Putting in place all necessary logistical arrangements for meetings.
- Assist the Director of Governance with the recruitment and induction of new Board members and employees as required.
- Keeping the organisation's Declaration of Interest Register and Gifts & Hospitality Register up to date
- Regular liaison with all Board members on diary matters and to co-ordinate travel, accommodation and other logistical needs.

NB This involves occasional overnight stays.

Business Support.

- Provide Business Support by maintaining an efficient and functioning environment, delegating tasks as appropriate, and delivering a positive impression and welcoming working space across GH's virtual and physical meetings rooms and offices by:
 - Opening and distributing mail promptly.
 - Liaising with tenants and the managing agents, ensuring necessary checks and processes are carried out.
 - Taking a role as one of GH's Competent Persons for health and safety purposes
 - Serving as one of GH's Fire Wardens (training to be provided) and providing co-ordination of purpose with other Fire Wardens.
 - Serving as a first aider (training to be provided)
 - Ensuring PAT testing of electrical equipment
 - Liaison with managing agents of building on fire safety matters
 - Ordering office supplies, including first aid supplies
 - Liaising with the Finance team on recording office-related contracts.
 - Assisting with logistical arrangements for applicable meetings (including assisting with refreshments, documents, and venue set up).
 - Arrange staff social events at Christmas and in the summer and other events as required.
 - Oversee efficient inbox management of central mailboxes, and others as required.
 - Support the Director of Governance to manage and maintain accurate Governance records, including Board and Committee minutes, Board and Panel declarations, and submissions to The National Archives
 - Support the Director of Governance to ensure internal policies are regularly reviewed and updated and correct versions available on the website and intranet as appropriate.
 - Support in relation to data retention policies and Freedom of Information requests.

PERSON SPECIFICATION

Knowledge, skills & experience

	Essential (E) Desirable (D)
Ability to build relationships at all levels, both internally and externally and have strong communication skills	E
Ability to take and produce minutes to an excellent standard	E
Ability to prioritise and manage competing priorities	E
Advanced planning and organisational skills	E
Confident user of Outlook email and calendars, Teams, Microsoft Office, Adobe Acrobat Pro, Powerpoint, SharePoint and OneDrive.	E
Understanding of the need for, and maintenance of, confidentiality	E
Ability to stay calm and composed under pressure and to maintain flexibility in a changing environment.	E
Experience of Board Administration, to include taking minutes at Board level and preparation of Board packs	E
Experience of working with Senior teams, including diary management and meeting planning	E
Experience of leading on planning for meetings and events, including IT required for remote attendance and presentations	E
Experience of running an office	E
Understanding of Charity Governance/ experience in the not-for-profit sector	D
Experience of office health and safety	D

Interpersonal skills

- Act with integrity, honesty and professionalism at all times
- A strong and reliable ambassador
- Treats all people with respect and dignity
- Takes responsibility for actions, and remains accountable

This job description is not contractual and may be revised from time to time via negotiation with the postholder.

November 2024