

Job Description

Post Title:	Executive Assistant
Salary Band:	£34,434-£47,181
HAYCA Grade:	HEYCA Grade 3
Duration:	Permanent
Reporting to:	SLT
Service Areas:	Senior Leadership Team
Political Restriction:	No
Line Management Responsibilities	Number of direct reports

1. Primary Purpose of Post

To provide comprehensive, proactive and high-quality executive support to the Hull and East Yorkshire Combined Authority (HEYCA), ensuring the effective management of senior leadership diaries, engagements, correspondence and stakeholder relationships.

The postholder will act as a central coordination point for executive activity, supporting the planning and delivery of meetings, engagements and events, whilst ensuring senior leaders are appropriately briefed and prepared. The role requires exceptional organisational skills, discretion, sound judgement and the ability to work effectively within a high-profile and fast-paced environment.

Working closely with senior colleagues and teams across the Combined Authority, the postholder will support and contribute to maintaining strong relationships with colleagues, partner organisations, businesses, government departments, local authorities, community organisations and other key stakeholders, helping to ensure the effective delivery of executive support across the organisation.

2. Role Responsibilities

Executive Support

- Manage senior leaders' diaries, ensuring appointments, meetings, events and engagements are effectively prioritised and coordinated.
- Provide proactive diary planning, anticipating future commitments and identifying potential conflicts.
- Coordinate travel, accommodation and logistical arrangements for senior leaders.
- Ensure senior leaders are fully briefed and prepared for meetings, events and public engagements.

- Maintain effective systems for tracking actions, commitments and follow-up activity arising from meetings and engagements.

Briefings and Information Management

- Coordinate the preparation of briefing materials from across the Combined Authority and partner organisations.
- Collate, review and quality assure briefing packs to ensure accuracy, consistency and timeliness.
- Maintain a library of briefing materials, stakeholder information and background documents.
- Monitor emerging local, regional and national issues relevant to the senior leaders and provide concise summaries where appropriate.
- Ensure briefing information reflects current policy priorities, stakeholder relationships and strategic objectives.

Stakeholder and Relationship Management

- Build and maintain effective working relationships with internal and external stakeholders.
- Coordinate engagement with local authorities, government departments, MPs, businesses, community organisations and regional partners.
- Support the management of stakeholder databases, contact lists and engagement records.
- Always represent HEYCA professionally and courteously.

Correspondence and Casework

- Support the coordination and monitoring of correspondence and enquiries.
- Draft routine responses, acknowledgements and communications on behalf of senior leaders, where appropriate.
- Maintain systems for tracking correspondence and ensuring responses are issued within agreed timescales.
- Escalate sensitive, complex or politically significant matters appropriately.

Governance and Office Management

- Maintain confidentiality and handle sensitive information in accordance with relevant legislation, policies and procedures.
- Ensure accurate record keeping and compliance with information governance requirements.
- Support the smooth operation of the leadership office through effective administrative and organisational practices.
- Contribute to continuous improvement of systems, processes and ways of working.

General

- Attend meetings and events as required, recording actions and supporting follow-up activity.
- Work flexibly to support evolving organisational priorities, including occasional evening and weekend commitments.
- Undertake other duties commensurate with the level of the post.

Person Specification

Experience and Knowledge		E = Essential D = Desirable
Experience		
Significant experience providing executive assistant support to a senior leader, elected member, chief executive or equivalent.	E	
Experience managing complex diaries and competing priorities in a fast-paced environment.	E	
Experience coordinating meetings, events and stakeholder engagement activity.	E	
Experience preparing briefing materials and managing sensitive information.	E	
Experience drafting professional correspondence and reports.	E	
Experience using Microsoft Outlook, Teams, Word, Excel and other Microsoft 365 applications.	E	
Experience maintaining accurate records and tracking systems.	E	
Knowledge		
Understanding of local government, combined authorities or public sector governance.	E	
Understanding of confidentiality, information governance and data protection requirements.	E	
Awareness of political sensitivity, reputational risk and public accountability.	E	
Understanding of the distinction between officer support and political decision-making.	E	

Skills, Abilities and Personal Attributes	E = Essential D = Desirable
• Excellent organisational and planning skills. • Outstanding written and verbal communication skills. • Strong attention to detail and accuracy. • Ability to exercise sound judgement and discretion. • Ability to work independently and prioritise competing demands. • Strong interpersonal and stakeholder management skills. • Ability to remain calm and effective under pressure.	E E E E E E

Commitment and Behaviour Competencies	E = Essential D = Desirable
• Professionalism and integrity. • Political awareness and sensitivity. • High levels of discretion and confidentiality. • Collaborative and supportive approach. • Resilience and adaptability. • Commitment to public service and organisational values.	E E E E E E

Note: This Job Description is not exhaustive, and employees will be expected to undertake other responsibilities commensurate with the seniority of the post.

Employee Acknowledgement

I acknowledge that I have received, read and understood this job description. I understand that it outlines the main duties and responsibilities of my role and that these may be reviewed and amended from time to time in line with the needs of the organisation, following appropriate consultation where applicable.

Employee Name:

Signature:

Date: