



# Nottinghamshire County Council

<b>Job Description</b>		
<b>Title</b> Executive Officer	<b>Department</b> Chief Executive's Department	<b>Post Ref</b>
<b>Grade Hay band D</b>	<b>Division; Customers, Governance and Employees</b>	<b>Add Ref</b>
<b>Job Purpose</b> <i>To provide business, policy development and strategic management support to the Corporate Leadership Team (CLT).</i>		
<b>Key Responsibilities;</b>  <ol style="list-style-type: none"><li>1. To provide business and strategic management support to the Corporate Leadership Team including dealing with complex correspondence, drafting reports and undertaking a quality assurance role for responses to correspondence from the public, MP's, Councillors and stakeholders drafted by senior officers.</li><li>2. To provide appropriate, relevant and timely advice, guidance and information to Elected Members and officers on behalf of CLT.</li><li>3. To analyse and interpret complex information in order to propose recommendations to the Corporate Leadership Team to enable strategic decision making.</li><li>4. To manage projects and lead complex and strategic areas of work on behalf of the Corporate Leadership Team</li><li>5. To lead and organise meetings, events and activities involving a wide range of internal and external stakeholders including where required, Elected Members (including within this - specific responsibility for Directors Business meetings and for the Extended Leadership).</li></ol>		<b>Key Accountabilities;</b>  <ol style="list-style-type: none"><li>1. The quality, accuracy and timeliness of written correspondence sent to the public, MPs, Councillors and stakeholders on behalf of Corporate Leadership Team.</li><li>2. Ensuring that queries are dealt with according to corporate procedures and timelines.</li><li>3. The accuracy of information and data provided to enable strategic decision making by Corporate Leadership Team.</li><li>4. The logistics and other planning and preparatory activity in support of the departments schedule of business related meetings involving senior officers/stakeholders</li><li>5. The quality and timeliness of reports and other material presented at business related meetings.</li><li>6. The effectiveness of the day to day coordination of activity between departments and the CLT.</li><li>7. The coordination of CLT strategy development activities through proactive/effective management, liaising with relevant senior officers as required to ensure that corporate procedures and timelines are adhered to.</li><li>8. Effective engagement with Senior Officers, Elected Members and other key internal and external</li></ol>

<ol style="list-style-type: none"><li>6. Direct, research and draft responses to written enquiries which come in to CLT, in liaison with relevant departmental senior officers.</li><li>7. Screening phone calls, handling or re-directing enquiries as appropriate.</li><li>8. Meeting and greeting visitors at all levels of seniority.</li><li>9. Carrying out research and project activity as required, presenting findings and making recommendations.</li><li>10. Organising and where required, attending and supporting meetings.</li><li>11. Supporting corporate/civic events as required.</li><li>12. Producing documents, briefing papers, reports and visual presentation material as required.</li><li>13. Contributing to CEX Blog and any other wider communications as required on behalf of CLT.</li><li>14. Working together to ensure adequate office cover is maintained.</li></ol>	stakeholders on behalf of CLT.
<b>The post holder will perform any duty or task that is appropriate for the role described</b>	

## ***Person Specification***

### ***Education and Knowledge***

- 1 Degree and/or management qualification or equivalent work based experience.
- 2 Knowledge and understanding of the main issues and challenges affecting Local Government and the Public Sector.
- 3 Knowledge and understanding of the services provided by Nottinghamshire County Council and an understanding of the strategic business priorities of NCC.
- 4 Understanding of the budget/financial management of the Council, including use of associated systems and the ability to understand, interpret and apply the Council's financial regulations.
- 5 Understanding of how to lead and manage change effectively
- 6 Knowledge of the principles and practice of;
  - Policy Development
  - Responding to National Government Consultations
  - Strategy Development
  - Service Design
- 7 Knowledge and understanding of project management theory and practice, preferably with a recognised project management qualification.
- 8 Knowledge of the County Council's Customer Service and Equality Standards.

### ***Experience***

1. Experience of providing executive support at a senior level.
2. Proven and in-depth experience of Policy & Strategy

### ***Personal Skills and Key Competencies***

1. Effective interpersonal skills; ability to get alongside people to build relationships and to gain agreement/acceptance of others.
2. Excellent verbal and written communication skills.
3. Ability to anticipate and solve problems.
4. Able to anticipate customer needs, constantly striving to provide excellent customer service, setting an example for other staff.
5. Ability to prioritise and carry out complex tasks accurately and to a very high standard when faced with challenging and competing deadlines.
6. Ability to make timely decisions based on a comprehensive analysis of the issue at hand in relation to the information available.
7. The ability to focus upon outcomes and ensure their effective delivery.
8. Ability to manage, control and forecast budgets to a high degree of accuracy as required.
9. Ability to challenge the status quo, encourage innovation and look for new and better ways of delivering outcomes.
10. Highly organised, precise and accurate with strong attention to detail.
11. Well developed planning skills, able to plan and manage programmes of work.
12. Personal resilience and flexibility.
13. Ability to make effective use of technology and systems.
14. Ability to work on own initiative and as part of a wider team.
15. Discretion and confidentiality.

Development

3. Experience of working within a large and complex organisation (preferably public sector) and a good understanding of local government.
4. Experience of working within high profile, fast paced environments.
5. Experience of carrying out research tasks with minimal supervision including analysing complex qualitative and quantitative information and presenting findings.
6. Experience of working with a range of senior internal and external stakeholders including Elected Members.

***Role Dimensions***

1. To support the Corporate Leadership Team, in the development of Council Plans, Policies & Strategies
2. To provide a specialist advisory role for members of CLT on Policy areas and coordinating the Council's response to national and local consultations
3. The building of positive relationships within the County Council and with key Stakeholders in support of the Council's objectives on behalf of CLT.

*Please attach a structure chart*

Date: November 2019