


Job Description			 Nottinghamshire County Council
Title – Senior Executive Officer	Service Group Corporate Business Support - CLT Team	Post Ref Hay Band E	
<p>To lead and manage high level business support to the Chief Executive and Corporate Leadership Team (CLT) of the County Council.</p> <p>To undertake projects and other areas of complex work on behalf of the Chief Executive and Corporate Leadership Team (CLT)</p>			
Key Responsibilities <ol style="list-style-type: none">1. Line management of the Corporate EA team.2. Drafting reports, speeches, briefing notes and presentations on behalf of the Chief Executive’s office.3. Quality assurance role for responses to correspondence from the public, MPs, Councilors and stakeholders drafted by other senior officers.4. Responding to a range of sensitive and high profile issues as they arise; trouble shooting and problem resolution on behalf of the Chief Executive and CLT.5. Undertake work that supports the development and implementation of corporate procedures, policies and strategies, as directed by the Chief Executive and CLT.6. Develop and maintain key relationships on behalf of the Chief Executive and CLT with Senior Officers of the County Council, Elected Members and other key stakeholders and partners.7. Ensure that appropriate, relevant and timely advice, guidance and information is provided to Elected Members and Officers on behalf of the Chief Executive.8. Provide high level support to the Corporate Leadership Team through the co-ordination of		Key Accountabilities <ol style="list-style-type: none">1. Ensuring the provision of business and administrative support is delivered as required by the Chief Executive and CLT.2. Communications are prepared to the required specification and convey the appropriate message to the audience.3. The quality, accuracy and timeliness of correspondence composed on behalf of the Chief Executive’s office/CLT.4. Ensuring appropriate identification and resolution of problems and issues on behalf of the Chief Executive and CLT.5. The delivery of high level, complex and often confidential work packages to the required standard and timescales.6. Ensuring that the Chief Executive and the CLT effectively engage with Members, senior managers and employees across the Council, using a variety of tools and channels.7. The analysis of complex information and for the accuracy and timeliness of information and data provided to enable strategic decision making by the Chief Executive and CLT.8. The necessary preparation has been undertaken and fundamental elements in place to facilitate the running of key meetings and activities.	

<p>business as usual activity including making recommendations and providing briefing notes to enable strategic decision making through research, analysis and interpretation of complex information.</p> <p>9. Coordinate and provide high level business support for scheduled meetings hosted/led by the Chief Executive including; Corporate Leadership and Extended Leadership Meetings, Directors Business Meetings, Chief Officers Forums, meetings with Elected Members, members of the public and other key stakeholders.</p> <p>10. Undertake project and other areas of complex work on behalf of the Chief Executive and CLT, in collaboration with members of the Council's Programme and Projects Team as required.</p> <p>11. On behalf of the Chief Executive, ensure that corporate and civic events are arranged and coordinated, ensuring that all necessary arrangements are in place.</p> <p>12. Development of a programme of events and activities on behalf of the Chief Executive and CLT to engage with managers and employees across the Council.</p>	<p>9. Delivering agreed project work to the appropriate standard and time scale.</p> <p>10. The logistics and other planning and preparatory activity in support of events hosted by the Chief Executive.</p> <p>11. Planned events are designed in such a way as to deliver the intended impact.</p>
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The post holder will perform any duty or task that is appropriate for the role described, and as required by the Chief Executive Office

Person Specification

Education and Knowledge

1. Degree and/or management qualification or equivalent experience.
2. Knowledge and understanding of the main issues and challenges affecting Local Government and the Public Sector.
3. Understanding of the business priorities of the County Council
4. Experience of coordinating and organising work to cope with fluctuations in demand and fast changing priorities.
5. Knowledge of the County Council's Customer Service and Equality Standards.
6. Knowledge of the principles and practice of;
 - effective people management
 - performance management
 - risk management and techniques to identify and address business related risks
 - dealing with complaints
 - budget management
 - project management.

Experience

1. Experience of working at a management level in a large and complex organisation (preferably public sector) and a good understanding of local government.
2. Experience of engagement in complex projects / programmes of work in a relevant field.
3. Experience of carrying out research tasks with minimal supervision including analysing complex qualitative and quantitative information.
4. Experience of working with a range of senior stakeholders across a large organization and external

Personal Skills and General Competencies

1. Strong interpersonal skills; ability to get alongside people to build relationships.
2. Excellent verbal and written communication skills.
3. Able to interpret and explain complex issues, presenting information in a format which will engage a wide range of stakeholders.
4. Ability to meet agreed objectives and delivery targets through the effective use of CLT support resources.
5. Ability to anticipate and solve problems.
6. Ability to prioritise and carry out complex tasks accurately and to a very high standard when faced with challenging and competing deadlines.
7. Ability to make effective use of technology and project management tools.
8. A high level of personal drive and commitment to excellent customer care able to set a positive example for other staff.
9. Ability to review, develop and improve the CLT business support service to ensure its ongoing effectiveness in a climate of ongoing change.
10. Highly organized, precise and accurate with strong attention to detail.
11. Personal resilience and flexibility.
12. Ability to work on own initiative and as part of a wider team.
13. Ability to act as an effective ambassador for the County Council with external partners.

to the organisation.	
<p>Role Dimensions</p> <ul style="list-style-type: none"> • The provision of high level business support activities to the CEO and CLT. • The coordination and management of the Corporate EO & EA Team. • The completion of specific packages of project work as required. • The building of positive relationships within the County Council and with key Stakeholders in support of the Council's objectives on behalf of the Chief Executive and CLT. <p>This post reports to the Group Manager, Corporate Business Support.</p>	