



CEO Support Officer

JOB DETAILS	
Job Title:	CEO Support Officer
Reports to (title):	Chief Executive Officer
Date:	February 2020

PURPOSE OF THE JOB
To provide high-level support to Cochrane's Chief Executive Officer in managing the business of the Senior Management Team (SMT), Central Executive Team (CET) and wider Cochrane organization; and supporting the work of the Governance & Strategy, and External Affairs & Geographic Groups' Support units within the Chief Executive's Office.

PRINCIPAL ACCOUNTABILITIES/KEY RESULT AREAS
<p>1. Support to the CEO</p> <ul style="list-style-type: none">• Provide general support to the CEO's leadership and management of the Senior Management Team, Central Executive Team and overall organisation (including ensuring effective preparation and follow up of internal management and external stakeholder meetings).• Working with the CEO and Executive Support Manager, manage development of the substantive agendas and follow up of Senior Management Team meetings.• Lead and manage development of the substantive agendas and facilitate key SMT and CET meetings - including CET Webinars, SMT Away Days and the CET annual meeting.• Undertake other project work, when requested to do so, by the CEO.• Support the CEO and the communications staff within the Knowledge Translation Department in the preparation of CEO communications to internal and external audiences.• Contribute to Cochrane's planning and budgeting processes, and prepare and monitor CEO Office budgets on behalf of the CEO;• Maintain a culture of dynamic, high-quality work which values attention to detail. <p>2. Support to CEO Units</p> <p>External Affairs & Geographic Groups' Support Unit</p> <ul style="list-style-type: none">• Support the Head of unit's management of Cochrane's Geographic Networks and Groups: including support to new and existing Networks; facilitating new Geographic Group registration processes; monitoring and supporting development of general management agreements; administering and supporting annual reporting (narrative and financial) of all Groups; <p>Governance & Strategy Unit</p> <ul style="list-style-type: none">• Support the review of Cochrane's <i>Strategy to 2020</i>; and development of its new strategy from January 2021 and the accompanying monitoring, evaluation and reporting processes and systems;

- Provide support to the team working on Cochrane's next strategic plan, including project support and written communications (there is flexibility to become more involved as time allows)
- Provide ongoing project and communications support to the strategy team from 2021 onwards

PERSON SPECIFICATION

Essential:

- A degree (or equivalent experience).
- A full understanding of and commitment to Cochrane's strategic aims.
- Experience of working within or contributing to Cochrane.
- Excellent written communication skills – including the ability to draft papers, prepare presentations and other documentation in clear, concise and accurate plain English to tight timescales.
- Proven analytical skills with the intellectual ability to assess complex documents and issues, commission and quality-assure papers and reports.
- Ability to work under pressure, make decisions and to solve problems. The post-holder must be able to deal with conflicting demands and prioritise work whilst ensuring that a high-quality service is provided and that deadlines are met.
- Excellent interpersonal skills are required as the role involves interaction with senior internal and external stakeholders.
- A high degree of discretion in handling and/or communicating sensitive and confidential issues and the ability to maintain confidentiality.

Preferred:

- Experience in a senior role within a challenging government, charity, regulatory, or similar environment.

KEY INTERFACES

Internal (CET): CEO, Senior Management Team, Executive Support Manager, Governance Officer, Knowledge Translation Department

External: Cochrane Geographic Groups, other Cochrane Groups

DIMENSIONS

Budgetary responsibility: None

Number of direct and indirect reports: None