CEO Administrative Assistant

JOB DETAILS

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>CEOO Administrative Assistant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reports to (title):</td>
<td>Executive Support Manager</td>
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<tr>
<td>Date:</td>
<td>February 2020</td>
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</tbody>
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PURPOSE OF THE JOB

This role provides effective and efficient administrative support to the Chief Executive Officer’s Office, primarily supporting the Governance and Strategy Unit and the External Affairs and Geographic Groups’ Support Unit.

PRINCIPAL ACCOUNTABILITIES/KEY RESULT AREAS

Key Tasks:

Produce administrative support to the Governance and Strategy Unit and the External Affairs and Geographic Groups Unit including:

1. Support to the Head of External Affairs & Geographic Groups’ Support:
   - Scheduling quarterly meetings between the Head of Unit and Geographic Groups;
   - Administrative/logistical support for Cochrane Geographic Network meetings (including US, China and India);
   - Maintaining the fundraising database and other Excel databases;
   - Maintaining Centres and Directors profiles on our membership database.

2. Support to the management of Cochrane’s Governance, strategic planning, monitoring, evaluation and reporting Unit, including:
   - Assisting the CEO Office’s governance support to the Cochrane Council and Executives;
   - Organising in-person and online meetings or teleconferences, including co-ordinating agendas, circulating papers, organising refreshments and taking minutes;
   - Maintaining administrative systems (databases/spreadsheets);
   - Assisting the CEO Office’s governance support to the Cochrane Council and Executives.

3. Support to both Units:
   - Diary support for the Head of Governance and Strategy Unit and the Head of External Affairs and Geographic Groups Unit, as required;
Job description

- Arranging travel and accommodation for the Heads of Units;
- Administration of the annual financial monitoring of all Cochrane Groups;
- Assisting with the production of PowerPoint presentations and other materials for use at meetings;
- Minute taking and following up on action points;
- Management of mailing lists related to the CEOO;
- Providing support to and cover for other administrative staff as and when required in order to ensure continuity of service;
- Undertaking other duties as necessary.

PERSON SPECIFICATION

Essential
- Previous experience of providing administrative support to a team, many of whom are remote workers;
- Experience in complex scheduling and diary management;
- Intermediate level IT skills, including Word, Excel and PowerPoint;
- Strong organization and prioritization skills;
- Excellent written and verbal communication skills;
- Excellent interpersonal skills;
- Professional telephone manner;
- Ability to work methodically and accurately;
- A flexible approach with the ability to respond quickly to issues as they arise;
- A pro-active approach to problem-solving;
- Awareness of handling confidential and sensitive information.

Preferred:
- Experience in minute taking;
- Experience of healthcare charity sector.

KEY INTERFACES

Internal: All groups within Cochrane, particularly Central Executive Team

External: Suppliers, Stakeholders, Partners

DIMENSIONS

Budgetary responsibility: None

Number of direct and indirect reports: None