



Executive Assistant to Editor in Chief

JOB DETAILS

Job Title:	Executive Assistant to Editor in Chief
Reports to (title):	Editor in Chief
Date:	March 2018

PURPOSE OF THE JOB

To provide an efficient and responsive administrative, organisational, and logistical service to the Editor in Chief (EiC), Deputy Editor in Chief and Editorial and Methods Department (EMD) leadership team, helping them to manage and prioritise their time and to support the strategic aims and operational activities of the department.

PRINCIPAL ACCOUNTABILITIES/KEY RESULT AREAS

- Organise travel/accommodation and visas for trips and conferences to ensure visits run smoothly and cost-efficiently.
- Act as first point of contact for incoming mail, telephone and e-mail enquiries for the EiC and ensuring they are dealt with or redirected appropriately and messages are relayed accurately and in a timely fashion.
- Draft correspondence on behalf of the EiC and Deputy EiC where appropriate.
- Organise and maintain diaries and coordinating internal/external appointments for the EiC and Deputy EiC to ensure best use of his time.
- Produce documents, briefing papers, reports and presentations to ensure that the EiC has all the relevant documents for his meetings.
- Provide administrative support at meetings as required including preparing agendas, taking minutes and circulating paperwork to ensure meetings run smoothly.
- Develop and review administrative working practices in order to streamline processes and procedures and ensure efficient running of the department.
- Process expense claims and credit card statements as required to ensure they are paid in a timely manner.
- Provide cover for the EMD admin support as and when required in order to ensure continuity of service.
- **Screen emails during the EiC's absence and ensure that time sensitive and urgent emails are actioned and emails that are identified as non important are separated out.**
- Undertake other duties that may be considered appropriate.

PERSON SPECIFICATION

Essential:

- Previous PA/Secretarial experience at a senior level.
- Excellent typing skills - speed and accuracy essential.

- Intermediate IT skills, including Word, Excel and PowerPoint
- Ability to prioritise and manage own workload amid conflicting demands and busy work periods.
- Excellent interpersonal skills
- Excellent communication skills, both verbal and written
- Ability to communicate confidently with people at all levels
- Proven ability to work under pressure and to tight deadlines.
- Ability to exercise discretion and diplomacy in dealing with confidential or sensitive matters.

KEY INTERFACES

Internal: All groups within Cochrane, particularly Central Executive Team and the Steering Group

External: Suppliers, Stakeholders, Partners

DIMENSIONS

Budgetary responsibility: N/A

Number of direct and indirect reports: N/A