

# EXECUTIVE ASSISTANT TO THE CEO

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| JOB DETAILS |
| Job Title:  | Executive Assistant to the CEO  |
| Reports to (title): | Chief Executive Officer – Cochrane  |
| Date: | November 2016 |

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| PURPOSE OF THE JOB |
| To provide an efficient and responsive administrative, organisational, and logistical support service to the Chief Executive Officer (CEO). |

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| PRINCIPAL ACCOUNTABILITIES/KEY RESULT AREAS |
| * Organise CEO’s (and Trustees’, where applicable) travel and accommodation 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 CEO and ensure they are dealt with or redirected appropriately and messages are relayed accurately and in a timely fashion.
* Draft correspondence and other documentation on behalf of the CEO as requested.
* Manage CEO’s diary and coordinate internal/external meetings and teleconferences.
* Monitor CEO’s email inbox in his absence.
* Produce documents, briefing papers, reports, presentations and travel itineraries to ensure that the CEO has all the relevant documents for his/her meetings.
* Provide administrative support at meetings as required including preparing agendas, taking minutes and circulating paperwork to ensure meetings run smoothly.
* In consultation with the CEO, the Senior Advisor to the CEO and Head of Finance & Core Services, provide general administrative support to Cochrane’s Governing Board, acting as first point liaison for Trustees’ general enquiries and providing ad hoc support to the Co-Chairs.
* Provide administrative support for Governing Board meetings including preparing agendas, ensuring paperwork is circulated on time and assisting the CEO in following up on action points.
* Process the CEO’s credit card statements.
* Manage Cochrane’s debit card account (card holding, overseeing payments and reconciling receipts with statements).
* Process the CEO’s expense claims and ensure they are submitted and paid in a timely manner.
* Provide support to various Cochrane Groups/projects that report to the CEO, as required (e.g., GESI, Centre Directors, Fields).
* Provide administrative support to the Senior Adviser to the CEO, Senior Programme Manager, and SMT as and when required, including scheduling SMT meetings and regular 1:1 meetings between CEO and individual SMT members.
* Assist with copy-editing as and when required.
* Develop and review administrative working practices in order to streamline processes and procedures and ensure efficient running of the CEO’s Office.
* Provide cover for administrative staff as and when required in order to ensure continuity of service.
* Undertake other duties that may be considered appropriate.
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| PERSON SPECIFICATION |
| Essential:* Previous PA/Secretarial experience at a senior level.
* Shorthand and excellent typing skills - speed and accuracy essential.
* Excellent IT skills, including MS Outlook, 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.
* Judgement and decision-making ability.
* Initiative.
* Attention to detail/accuracy.
* Adaptability

Desirable:Experience of healthcare charity sector. |

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| KEY INTERFACES |
| Internal: All groups within Cochrane, particularly Central Executive Team and the Steering Group.External: Suppliers, Stakeholders, Partners. |

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| DIMENSIONS |
| Budgetary responsibility: N/ANumber of direct and indirect reports: N/A |