

EXECUTIVE ASSISTANT TO THE CEO

JOB DETAILS	
Job Title:	Executive Assistant to the CEO
Reports to (title):	Chief Executive Officer – Cochrane
Date:	January 2018

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

PRINCIPAL ACCOUNTABILITIES/KEY RESULT AREAS
<ul style="list-style-type: none"> • 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 to other CEO Office staff as and when required. • Provide administrative support to the meetings and functioning of the Senior Management Team as and when required, including scheduling SMT meetings and regular 1:1 meetings between the CEO and other SMT members. • In consultation with the CEO, and his/her Senior Advisor, provide additional administrative support to Cochrane's Co-Chairs and Governing Board as required. • Provide support to various Cochrane Groups/projects that report to the CEO, as required (e.g., Cochrane Centre Directors). • Provide administrative support at other meetings as required, including preparing agendas, taking minutes and circulating paperwork to ensure meetings run smoothly. • 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. • 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.

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.

KEY INTERFACES

Internal: All groups within Cochrane, particularly **Cochrane's Senior Management Team**, Central Executive Team and Governing Board.

External: Suppliers, Stakeholders, Partners.

DIMENSIONS

Budgetary responsibility: N/A

Number of direct and indirect reports: N/A