EXECUTIVE ASSISTANT TO THE CEO

<table>
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<th>JOB DETAILS</th>
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<td>Job Title:</td>
<td>Executive Assistant to the CEO</td>
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<td>Reports to (title):</td>
<td>Chief Executive Officer – Cochrane</td>
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<td>Date:</td>
<td>January 2018</td>
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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
- 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