
Post Title: Leadership Team Co-ordinator

Post Hours: 37 hours per week (part-time working possible)

Grade: Scale 5/6

Responsible to: Chief Executive

Responsible for: None

Main contact associated with principal duties:

- Chief Executive
 - Corporate Directors
 - Leader of the Council
 - Members of the Council
 - Government departments, other local authorities, public sector organisations and external bodies
 - Senior managers and directors of local companies
 - Members of the public
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Job Purpose:

To provide high quality support, diary management and programming support to the Chief Executive and Directors.

Control of Resources:

None

Main duties and responsibilities:

1. To act as the confidential co-ordinator to the Chief Executive and Directors, providing a high-level support service which will include organising leadership and management team meetings, action recording, tracking and chasing as well as producing complex documentation in a timely manner.
2. Be responsible for ensuring that agendas/papers are prepared sufficiently in advance for meetings and that minutes are accurate. Responsible for the dissemination of information either in advance or after the meeting and for following up actions directly with those who have been assigned actions, to ensure that agreed next steps are carried out in a timely manner.
3. To co-ordinate forward work programmes for the leadership and management team meetings and member briefings, linking with presenters, speakers and other key personnel on logistics, presentations and other material.

4. To provide a professional 'front of house' service for the Chief Executive; undertaking activities such as directing telephone calls, documents, correspondence and messages, and responsible for ensuring information is forwarded to the appropriate service or directorate and responses are provided in an efficient and timely manner.
5. To deal personally with members of the public on often difficult and contentious issues and where necessary resolving the issues without reference to the Chief Executive.
6. To co-ordinate the complaints process for any complaint that requires a Directorate response.
7. To be responsible for the Chief Executive and Directors' schedules and diary's, planning reoccurring routine meetings, in line with the forward work programmes.
8. To provide support for The Leader of the Council and other portfolio Members as and when required.
9. To plan and oversee the preparation and delivery of events, working in collaboration with council departments, external speakers and external providers as required.
10. To provide a high-quality secretariat service for external boards and groups chaired by the Chief Executive or Directors, as required; these are often strategic and at a regional and national level and will require first class communication with a range of key stakeholders.
11. To draft replies to letters and enquiries.
12. To undertake research and analysis on key issues as required.
13. To co-ordinate expenditure and bookings in relation to the Chief Executive and Directors, ensuring that purchase orders are completed.
14. To co-ordinate hospitality for visitors and events as required.
15. To deal with travel arrangements required by the Chief Executive, Directors and lead Members including the booking of hotel accommodation, when necessary.
16. To process the inputting of accounts into the system for payment of invoices.
17. To keep the Chief Executive and Directors apprised of all appropriate matters and to draw their attention to those areas requiring attention.
18. To undertake such other duties as may be assigned and as are commensurate with the grading of the post.

| Selection Criteria | Essential or Desirable | Assessment Method |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|-------------------------------------|
| Qualifications | | |
| 1. BTEC Higher National Certificate in Business Studies or Public Administration, or equivalent. | Desirable | Application Interview Certification |
| Knowledge, skills, abilities and experience | | |
| 2. Previous experience of business support, programme support or secretarial work. | Essential | Application Interview |
| 3. Ability to co-ordinate diaries (online) to ensure that priority work areas and issues are prioritised. | Essential | Application Interview |
| 4. Proven time management and organisational skills with the ability to prioritise own workload. | Essential | Application Interview |
| 5. Strong IT skills with excellent working knowledge of Microsoft Office – Outlook, Word, Excel and PowerPoint, file management, etc. | Essential | Application Test |
| 6. Good levels of written and oral communication including the ability to deal with all a wide range of people in a polite and efficient manner, with appropriate political sensitivity. | Essential | Application Test |
| 7. The ability to show discretion and initiative in dealing with sensitive and confidential matters. | Essential | Application Interview |
| 8. Proven experience of decisive decision making and assertiveness to deal with challenging situations. | Essential | Application Interview |
| 9. A thorough knowledge of local government and its functions. | Desirable | Application Interview |
| Special Requirements | | |
| 10. There may be some infrequent requirement to attend evening meetings. | Essential | Application Interview |

Date: April 2026