

## **Job description and person specification**

### **Job Title: Executive Assistant to CEO & CoS, LPFA**

### **Reports to: LPFA Chief of Staff (CoS)**

#### **Purpose:**

Provide a comprehensive, proactive and confidential executive support service to the Chief Executive Officer and Chief of Staff with direct ownership of various office duties. Manage respective office activities, including various CEO directorships and provide administration support to each individual as required. There will also be some support required for the non-Executive Chairman and Board members on LPFA business.

#### **Profile of ideal candidate:**

An energetic, proactive and self-motivated individual who is a calm and confident multi-tasker with excellent interpersonal skills and the ability to operate under pressure. Expert level prioritisation and communication skills are crucial as is a high level of efficiency and flexibility. Excellent planning and organisational skills coupled with the ability to set up and maintain appropriate administrative and action follow up systems. The ability to manage a high number of tasks on a daily basis and anticipating issues and needs. This is an excellent opportunity for a highly motivated individual to provide a crucial role within LPFA. We are looking for a team player who has integrity, professionalism and a desire to make a difference. A sense of humour is a must.

#### **Key Responsibilities:**

- Scheduling, organising and optimising CEO extensive and complex calendar.
- Managing CEO's high-volume inbox.
- Organising meetings for CEO and Chairman, ensuring that they are forewarned of approaching deadlines and issues affecting schedules.
- Assisting with organising events, awaydays, dinners, board meetings and committees.
- Booking the LPFA team and Board members onto trainings, conferences, and events. Travel management and accommodation arrangements, both in the UK and occasionally overseas, ensuring compliance to travel policy and most cost/time effective travel is arranged. Keeping a travel log & submitting expense claims in line with policies and approval process.
- Support Board members with adhoc secretarial support as and when required.
- Collecting and processing all deliveries, incoming and outgoing post.
- Booking and setting up meeting rooms, ensuring equipment and refreshments are provided, rooms clean and tidy after meetings.
- Raising PO's, ensuring all invoices are updated with PO's, paid & filed. Submitting spreadsheets and receipts for the credit card statements.
- Drafting e-mails, letters on LPFA letterhead, proof reading documents with high attention to detail & printing off any materials for Board meetings & other internal meetings when needed, producing and formatting PowerPoint presentations.
- Taking minutes in meetings when required by CEO and CoS with follow up action points.



your pension our world

- Providing administrative support to CEO & CoS on key projects and BAU tasks and undertaking any other duties to assist LPFA business as directed by the CEO or CoS.
- Managing and maintaining accurate and efficient e-filing system. Collate documentation to allow the sharing of information as required. Ensure completion of key register, business plans and ensure compliance with overall governance process, support the creation, tracking and monitoring of the business strategic objectives.
- Undertaking any other duties as are reasonably requested in line with the purpose of this position.

### **Person Specification**

1. Professionalism – demonstrate high level of professionalism and integrity with an appreciation for the importance of discretion when handling sensitive and confidential information.
2. Communication - excellent communication and interpersonal skills, both written and verbal. High level ability to draft letters, short reports and minutes.
3. Administration – excellent organisation skills and responsiveness.
4. Prioritisation and Decision-Making Skills – ability to prioritise, evaluate issues and deliver solutions in line with business needs. Ability to challenge and chase a range of stakeholders and senior management.
5. Political Awareness – politically astute with an understanding of local and central government and the issues affecting the pensions and financial sectors. Pursuant of national engagement within those sectors and local authorities. Ability to engage with central government private offices on an equal footing, understanding the environment in which they operate with appropriate sensitivities.
6. Adaptability - the ability to work remotely, flexibly and proactively to demonstrate initiative independently and as part of a team.
7. Confident and efficient multi-tasker who portrays a calm and confident nature in a high-pressure environment with a constantly changing landscape.
8. Confidentiality – the ability to respect confidences and manage messaging between CEO, COS and LPFA personal.

### **Qualifications & Experience**

- Demonstrable experience of supporting senior leaders and influencers in a high pressure, changing environment ideally within Financial Services and/or government sector.
- Must be fully conversant in Advanced Microsoft Office applications including PowerPoint and use of databases, excel, Word, typing / accuracy, and able to learn new systems quickly.

*Reasonable adjustment will be made to working arrangements to accommodate a person with a disability who otherwise would be prevented from undertaking the work.*