

JOB DESCRIPTION

Job title:	Executive Assistant
Department:	Directorate
Salary range:	£28,000-£34,000 (pro-rata)
Working hours:	3 days per week, 9am-5pm (1hr lunch) – with some flexibility on days
Location:	London (may include some time working from home)
Reports to:	HR & Office Manager
Manages:	n/a
Works with:	Director GH, Senior Management

Job Purpose

- To act as Secretary to key Greenwich Hospital governance committees, documenting all Greenwich Hospital's board and committee meetings
- To support the Senior Management Team in their role as leaders by ensuring they can act efficiently, with their time optimised
- To support the Office Manager in maintaining an efficient, professional and welcoming office environment (both physical and virtual)

Key responsibilities

- Provide flexible support to the Director of Greenwich Hospital ("GH"), and other Senior members, coordinating diaries for the Senior Management team, liaising with external and internal contacts to confirm appropriate appointments
- Act as Secretary of Hospital's Advisory Board and other committees by:
 - Planning and timetabling the meeting cycles
 - Drafting agendas for meetings in liaison with Director GH and Senior Management
 - Producing concise, accurate and timely minutes
 - Monitoring matters arising and ensure they are actioned on time
 - Coordinating Board packs
 - Issuing papers both electronically and, when exceptionally required, in hard copy
 - Assist with the recruitment and induction of new Board members as required
 - Keeping the organisation's Declaration of Interest Register and Gifts & Hospitality Register up to date
- Act as the Secretary of other internal project boards and committees as required
- Ensure that risk registers are maintained and used; and that the Advisory Board and Panel are briefed on and consider them in addition to the Audit Committee
- Supporting the Office Manager by:
 - Ordering office supplies
 - Maintaining the contract register
 - Assisting with logistical arrangements for applicable meetings (including assisting with refreshments, documents, and venue set up)

- Oversee efficient inbox management of central mailboxes, as well as other mailboxes as needed
- Maintaining suitable central templates for office documents, including reports, forms, and presentations

Accountabilities

- Efficient oversight of diaries and core governance meetings, such that non-executive Members gain a positive impression of Greenwich Hospital’s corporate governance
- Management of accurate governance records, including Board and Committee minutes, Board and Panel declarations, and submissions to The National Archives
- Oversight of internal risk registers, including ensuring they are regularly reviewed
- Providing an example of excellent standards of governance and accountability across the organisation
- Supervised management of data retention policies, including archiving and destruction

Goals

- Provide a ‘best-in-class’ approach to Greenwich Hospital’s administration, aimed at leading from the front
- Implement improvements that deliver continuous incremental progress in GH’s data management procedures
- Deliver a positive impression of GH’s virtual and physical meeting spaces, including the overall Head Office environment
- Facilitate effective partnership-working for the organisation

Knowledge, skills & abilities

Item	Essential (E) Desirable (D)
Ability to interpret best practice and apply it to GH’s unique governance	E
Ability to build relationships at all levels, both internally and externally and have strong communication and influencing skills	E
Ability to take and prepare minutes to an excellent standard	E
Advanced planning and organisational skills	E
Touch typing skills of at least 50 wpm	E
Understanding of the need for and maintenance of confidentiality	E
Ability to stay calm and composed under pressure	E
Ability to multi task	D
Understanding of Charity Governance	D
Knowledge of Convene or a similar meeting management system	D
Knowledge of Contract Zen or a similar contract register system	D

Education & Experience

Item	Essential (E) Desirable (D)
Experience of Board Administration and taking minutes at Board level	E
Experience of preparing Board packs	E
Experience of working with Senior teams	E
Undertaking ISCA CSCQ or interest in doing so	D

Person Specification

- Act with integrity, honesty and professionalism at all times
- A strong ambassador to both internal and external contacts
- Treats all people with respect and dignity
- Takes responsibility for actions, and remains accountable
- Team player

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