

JOB TITLE	Executive Support Officer
TEAM	Executive Councillor Support
DIRECTORATE	RESOURCES
WORK BASE	County Offices Lincoln

This job brief sits alongside the job description for this role.

Key Objective –

THE FOLLOWING TASKS ARE SPECIFIC TO THIS ROLE
Providing a PA support service to nine Executive Councillors who each have a different area of the Council as their responsibility i.e. children's services/adult's services.
This includes PA support to the Leader and Deputy Leader of the Council as a priority including ad hoc support to Executive Support Councillors (deputies), Chief Whip and backbenchers who call into the office as and when required
The ruling group comprise of 54 Conservative Councillors, and the role can include responsibility for:
Diary management (including populating regular meetings for the year ahead)
Proactive email management
Meeting support i.e. catering arrangements
Dealing with correspondence on behalf of Councillors and their division from members of the public (close working with the complaints team)
Booking travel/events/ conferences on behalf of Councillors
Supporting chief whip with replacement forms for Committee meetings.
Close working with Democratic Services on the political decision-making process within LCC and advising Councillors / Officers accordingly.
Attending and taking notes of weekly Leader's meeting
Ensuring deadlines are met for Full Council, Executive Councillor statements
Communicating with Lincolnshire MPs, District Councils SOS/Minister offices at Government level.
the role is busy and varied with no two days the same, dealing with high level (internal and external) sensitive/political and confidential matters of the moment.

THE FOLLOWING TASKS ARE GENERIC ACROSS BUSINESS SUPPORT AND APPLY TO ALL GRADES ACROSS THE SERVICE
Provision of high quality support to all internal and external customers
Basic use of Microsoft packages including but not limited to Word, Excel, Outlook, PowerPoint
Undertake routine clerical duties including, but not limited to, photocopying, fax transmission, laminating, binding, scanning, document collating and distribution
Recording, reporting, distribution and collection of mail (where no central team undertaking)
Undertake reception duties, including signing in and out visitors, ensuring they are aware of fire evacuation procedures
Undertake routine monitoring of generic resource email accounts (as allocated by Supervisor)
Receive routine telephone enquiries, message taking and call re-direction
File maintenance
Filing / electronic filing, Records Management, Subject Access Request
Orders, receives, checks and distributes stocks of stationery and other consumable items (where no central team undertaking)
Meeting/event convening (room booking, invite sending, room set up, refreshments etc.)
Fire Marshall cover (where appropriate)
Health & Safety support and awareness
General minute taking
Peer training/coaching/mentoring
Induction support
Accommodation / property support to Supervisor (where no central team undertaking)
Basic support for systems in use by LCC or Service Area supported (in agreement with Supervisor)
Use of IT systems/databases to enter, amend or extract information (as determined by Supervisor)
Production of reports, letters, audio tapes and other processed communications, often of a sensitive nature
Equipment maintenance (where no central team undertaking)