



ROLE TITLE:	Executive Assistant	Accountable To:	Chief Executive Officer & Director or Corporate Services
SALARY	£30,000		

Background

Yorkshire & Humber Partners Academic Health Science Network Ltd was given licence to operate by NHS England in May 2013. The Yorkshire & Humber AHSN is one of 15 AHSNs set up to create and harness a strong, purposeful partnership between patients, health services, industry and academia.

Over the next five years the Yorkshire & Humber AHSN will have a crucial role to play in system transformation as we make the biggest national move to integrated care of any major Western country. Nationally, quality improvement, patient safety and reduced variation in treatment will remain important transformation priorities for the AHSNs. But the AHSNs' most important customers will be regions, Accountable Care Systems and Sustainability and Transformation Partnerships, as they work to deliver key priorities set out in Next Steps on the NHS Five Year Forward View (including on Urgent and Emergency Care system reform, primary care, mental health and cancer).

Another major objective will be to provide a range of business support interventions to healthcare SMEs such as supporting the development of new to market healthcare products, collaborating with multiple stakeholders including industry, utilising the expertise of our universities, NHS organisations, local authorities, local enterprise partnerships and other key stakeholders to establish collaborations that support business growth and adoption of innovation.

Business development support is also one of the AHSNs' future priority areas. This is a key aspect of the Yorkshire & Humber Partners AHSN Ltd in becoming sustainable. We wish to develop alternative sources of funding to supplement our core NHS England and government funding and this will become a key part of every employee's role at the AHSN.

Overall Purpose of Role (Summary)

The Executive Assistant holds an important role, enabling the Chief Executive Officer and the Board of Directors to work effectively with internal and external stakeholders. You will have direct responsibility for handling multiple and complex programmes of work and relationships on behalf of the Chief Executive.

This highly complex and strategic role requires effective planning and coordination to achieve the Chief Executive's priorities. Unlike other roles, it equally requires outstanding natural personal skills and a highly creative and instinctive approach to handling any potential challenges to the realisation of the organisation's objectives



This is a facilitative role that requires a combination of focus and flexibility, as well as a willingness to play an active, behind-the-scenes role.

The role requires a highly resourceful individual with strong emotional intelligence, self-motivation, integrity, willingness to support the needs of the Executive team and the Yorkshire & Humber Academic Health Science Network's interests.

Absolute confidentiality is critical.



Key Duties and Responsibilities

- Prepare and edit correspondence, communications, presentations and other documents
- Conduct research, collect and analyse data to prepare reports and documents
- Conserve Chief Executive Officer's time by reading, researching and managing routine correspondence including drafting letters and documents
- Management of Board meetings, management of meeting times etc. collating papers, taking minutes
- Extensive diary management for the Chief Executive Officer and Board of Directors including the management of schedules, appointments and travel arrangements
- Arranging monthly 1:1 and performance management meetings for members of the Senior Team's direct line reports
- Building and maintaining excellent relationships with internal and external stakeholders
- Managing the Chief Executive Officer's inboxes, including the drafting and sending emails on behalf of the CEO where appropriate
- Receiving calls on behalf of the Chief Executive Officer and Board of Directors, taking messages or directing them where appropriate
- Detailed meeting preparation to ensure members of the senior team are prepared with background information, venue details, travel, parking etc.
- Administrative management of the Board Meetings and sub-Board Committees
- Researching external partners prior to meetings and providing detailed and accurate written or verbal briefs to the Senior Team
- Meeting set up, preparation, co-ordination of attendees, collation and distribution of agenda, reports and other documentation
- Attending internal and external meetings on behalf of Executive Team members, including note taking and recording, following up and carrying out actions
- Gathering appropriate questions and content for drafting and distributing report papers and agendas
- Monitoring of meeting notes and e-mails to identify specific action points, where possible to support the delivery of the actions, ensuring actions are completed on time and updated as required
- Additional day to day administration support, preparation of reports, presentations, information packs etc.
- Completion of monthly expenses and fuel claim documentation, collation of receipts with company credit cards for the Chief Executive Officer and Directors
- Demonstrable ability to interact professionally with high profile stakeholders and leaders
- Demonstrating a commitment to quality and a strong attention to detail and accuracy
- Ability to think creatively
- Ability to operate effectively in diverse contexts
- Ability to think clearly and logically on your feet
- Show resilience and maturity in approach
- Ability to consistently work at a high quality standard
- Ability to manage and influence Chief Executive Officer's activities to create the most efficient work patterns and travel requirements
- Support the PA to Directors and Office Manager in their role.



Education and Professional development

- Take every reasonable opportunity to maintain and improve professional knowledge.
- Develop own skills and knowledge and provide information to others to help individual and team development.
- Participate in personal objective settings and review, including a personal development plan.

Special Requirements:

- You may on occasion be required to work irregular hours in accordance with the needs of the role.
- You will routinely be expected to travel across the region, London and other locations to meet with members of the AHSN team, project stakeholders and others.

Health and Safety

- Ensure that you remain compliant with health and safety regulations and accepted safe practice at all times. Report any health and safety issues or contraventions witnessed anywhere within the business to your Manager or in their absence a Director.
- Work efficiently and responsibly within all areas of the Company in a safe manner sharing good practice with colleagues.

General

- You will contribute to continuous improvement of working practices.
- You will comply with all policies and procedures within the Company.
- Carry out all duties with regards to and ensuring equal opportunities and work with all employees within the Company in the fulfilment of our aims and objectives.