

Executive Assistant and Project Officer

Department: Strategic Policy, Planning and Performance

Section: Public Health

Reports to: Business and Governance Manager

JE Ref: SPPP1079

Grade: CS8

JE Date: 20/11/2024

Job purpose

To provide comprehensive, effective and confidential office management and leadership of the administration function for the Medical Officer of Health and Public Health Senior Leadership Team. To manage the effective and timely delivery of a portfolio of Public Health projects, and maintain operational governance and control frameworks.

Job specific outcomes

Provide executive administrative support to Medical Officer of Health, managing administrative processes and workflows, including booking travel and accommodation and managing diaries, in order to ensure the team functions effectively.

Produce, review, challenge, and improve project documentation, including risk registers, action logs, decisions log, and issue registers to ensure effective project delivery.

Provide efficient and accurate project governance and control, monitoring and administering project plans, finance and information systems and project monitoring, providing regular reports to Public Health Governance Group and Senior Leadership Team, in order to assure progress and delivery of outputs and outcomes to agreed timescales.

Support the Public Health Senior Leadership Team in business planning and performance reporting, including preparation of departmental reporting.

Ensure effective and efficient office management, using initiative and forward planning to ensure the office has sufficient resources (staffing, equipment and consumables) and that such resources are monitored. Provide financial updates, ensure expenditure is in line with agreed budget and escalate potential overspends and financial risks. Administer the procurement process, ensuring goods and services are accurately ordered and are delivered on time. Accurately code and check invoices, petty cash and expenses claims. These activities will improve value for money and compliance with team and corporate policies and procedures.

Lead and manage the Public Health administration team, including those who work in cremations administration.

Ensure the team's compliance with corporate policies by managing departmental registers e.g. Information Security Breaches, Health & Safety, Freedom of Information, Subject Access Requests. Maintain the team's public information, develop, operate and maintain an effective information and

document management system. Review, analyse and highlight trends and emerging issues in order to support continuous improvement and enhance the profile and reputation of Jersey.

Fulfil a Secretariat function – facilitate the operation of Senior Leadership Team meetings, administer meetings, including preparing and distributing agendas and other documentation; collating, checking and circulating agendas and papers; booking meeting rooms, inviting and monitoring attendees, producing minutes or action notes (sometimes of a technical or highly sensitive nature), and ensuring communications are timely and accurate. This will ensure meetings are productive and efficient, providing value for money in the use of resources and maintaining the team’s reputation.

Act as the first point of contact for queries and contacts from the public, dealing with communications in a professional and calm manner and ensuring communications are forwarded to the most appropriate individual or team in a timely manner. In their absence, ensure that accurate messages are passed on. This will involve liaising with people who may be in emotional and difficult circumstances and a high degree of professionalism and sensitivity is therefore essential. These activities will contribute to the team’s responsiveness and so enhance transparency.

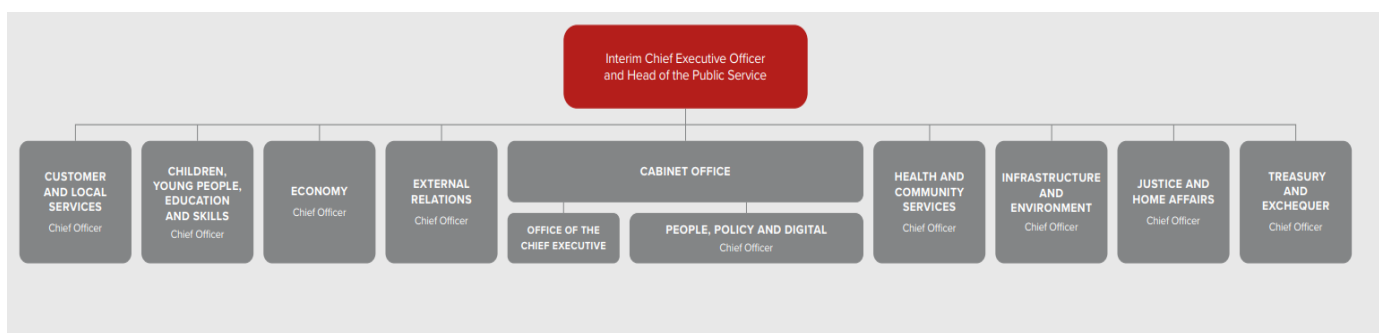
Open and record incoming mail and distribute promptly; record outgoing mail. Type correspondence and reports, proof read and draft letters. Ensure that central information is circulated as appropriate and make telephone calls on behalf of the team. This will include liaising appropriately with Executives, senior managers and external contacts. Establish, manage and maintain relationships with key stakeholders.

Act as a role model at all times. Lead on tasks where requested. Work collaboratively as part of Team Jersey, contributing to a learning culture focused upon improvement and high performance.

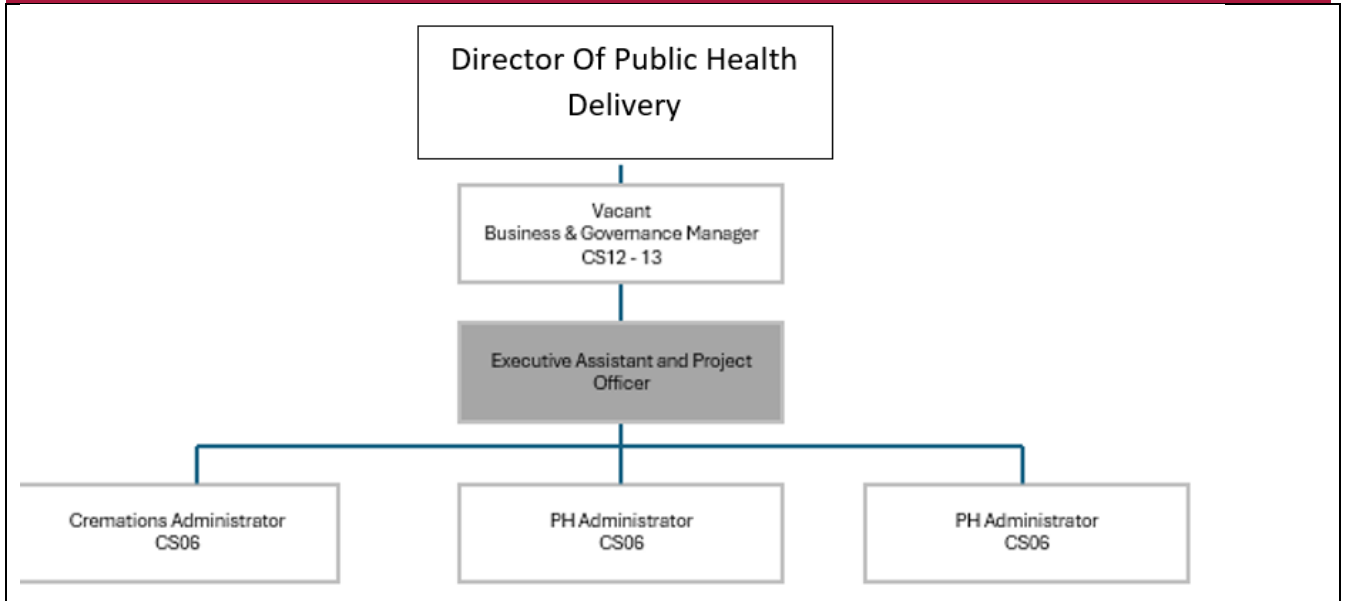
Statutory responsibilities

Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

Organisational structure



Organisation chart



Person Specification

Specific to the role

Describe the knowledge, skills, experience, and qualifications required to perform the job to a satisfactory standard.

It is important to convey what the job requires, rather than what an individual might have, as these may be different. For example, you may have a postgraduate level qualification, however, an A' Level standard qualification is the requirement for the job.

ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications	A degree in a relevant subject e.g. business, public health, public administration, healthcare or relevant experience.	Project management qualification
Knowledge	<p>A basic working understanding of Public Health, and the breadth of functions it includes.</p> <p>Project management methodologies – key documentation and usage.</p> <p>Ways to organise high workloads.</p>	<p>Knowledge of the States of Jersey corporate policies such as Data Protection, Freedom of Information.</p> <p>Knowledge of States of Jersey financial management procedures and experience using Connect Finance and Ariba.</p>
Technical / Work-based Skills	<p>Project administration skills, ability to organise multiple work requests and deliver to tight timescales.</p> <p>Ability to interpret, analyse and present data.</p> <p>Excellent writing skills; ability to create documents and communications materials.</p> <p>Excellent IT skills – fully conversant with MS Office packages, particularly Outlook, Excel and Word, with excellent Microsoft Teams skills (arranging meetings, sharing screens, customising channels).</p> <p>Experience of using SharePoint or other collaborative document management systems.</p>	

	<p>Highly organised; able to deal with multiple competing priorities and a high workload.</p> <p>Evidence of working at pace in a complex multi-stakeholder environment.</p> <p>Ability to communicate confidently.</p>	
<p>General Skills/Attributes <i>This relates to more general characteristics required to do the job effectively, e.g. effective written communication skills, ability to delegate, motivation or commitment etc.</i></p>	<p>Ability to understand and manage the competing needs of organisations and individuals.</p> <p>Well organised; able to deal with multiple competing priorities and a high workload.</p> <p>Effective communications skills, excellent interpersonal skills and a high level of sensitivity. The post-holder will be required to communicate effectively with members of the public, a range of professional groups, all levels of staff within states departments and politicians.</p> <p>A high degree of integrity, confidentiality and diplomacy.</p> <p>Ability to deal with emotional and difficult information and a high degree of emotional resilience.</p> <p>Highly resilient, maintaining effectiveness under pressure.</p> <p>Ability to work with minimal supervision.</p> <p>Attention to detail.</p> <p>Personal resilience to deal with challenging situations, maintaining effectiveness under pressure.</p>	
<p>Experience</p>	<p>Substantial experience of working in a busy and varied professional office environment.</p> <p>Staff management experience.</p> <p>Experienced in administration and project management.</p> <p>Experience of working for Executives or very senior managers.</p>	<p>Some experience of working with politicians.</p>

	Experience of working with a range of stakeholders, including those experiencing challenging circumstances.	
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Personal Attributes

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the States of Jersey tier 6 core accountabilities attributes and behaviour indicators.