

THE CHARTERED INSTITUTION OF HIGHWAYS AND TRANSPORTATION – JOB DESCRIPTION

Job Title:
Executive Assistant to the Chief Executive Officer
Position:
Full time, permanent
Salary:
Up to £35,000 depending on experience
Reports to:
CEO
Job Purpose
<p>Provide high level administrative, organisational and research support to the CEO</p> <p>Support the CEO by setting up and maintaining appropriate systems for managing a large workload, tracking projects across the Institution and being the first point of contact for all enquiries and visitors for the CEO</p> <p>Ensure that the President/Presidential Team has the underlying support and organisation to carry out its functions effectively</p> <p>Provide effective administrative support to the Senior Executive Team and wider organisation as required</p> <p>Maintain confidentiality, use discretion and sound judgement in undertaking all areas of responsibilities</p>
Key Contacts (if applicable)
President, Presidential Team, Board of Trustees, Council and other active members of CIHT, members and other stakeholders (including senior officials of government).

Key Responsibilities
<ul style="list-style-type: none"> • Provide first point of contact for CEO and President/Presidential team, screen phone calls, enquiries and requests and handle them when appropriate • Organise and maintain diaries for CEO and Presidential Team • Organise meetings for CEO and President and meet and greet visitors • Deal with incoming post for CEO and Presidential Team, including sorting, redirecting as necessary and prioritising and where required draft correspondence or respond on CEO's behalf • Develop, maintain and review the CEO administrative systems, including data management and filing to achieve maximum efficiency • Organise travel, hotels and visits for CEO, Directors and Presidential team • Support the CEO and liaise professionally with Board members, stakeholders, colleagues, visitors and all organisations that the CIHT is involved with; responding to their enquiries in a timely and professional manner. • Develop and maintain an effective 'brought forward' system and review regularly to ensure that the CEO is always fully briefed and prepared for meetings, and events. • Produce documents, briefing papers, reports and presentations as required • Support and assist on other CIHT administrative tasks such as finance, HR, minute taking, as required.

- Liaise with regions specifically organising regional visits, providing information and being an important point of contact for regional officials
- Provide administrative support to high profile CIHT events as required
- Undertake and co-ordinate project based work as required by the CEO
- Other activities within the competence of the job holder as required by the CEO

Dimensions

N/A

Personal specifications

- Educated to degree level or equivalent
- Previous experience of providing an Executive Assistant or PA service
- Knowledge and use of standard office administrative practices and procedures
- Proficient computer skills, including use of databases

Skills and competencies

- Essential*
- Excellent organisational and administrative skills
 - Excellent written and oral communication skills
 - Excellent interpersonal skills
 - Uses and manages own time effectively recognising priorities
 - Helpful 'can do' approach to staff, members and the work
 - Strong on accuracy and attention to detail
 - Maturity to maintain absolute confidentiality where necessary
 - Ability to research, digest, analyse and present material clearly and concisely
 - The ability to work on your own initiative
 - Ability to innovate and develop new solutions, able to think outside the box and effectively plan ahead
 - Honesty and reliability
 - Experience of working within a small and busy team
 - Works independently and autonomously
 - Builds rapport with people at all levels of seniority & builds long term relationships
 - Anticipates and adapts flexibly to changing requirements
- Desirable*
- Project management skills
 - Experience of working within a professional membership body or equivalent

May 2019

CIHT Diversity & Inclusion Statement

CIHT members, Trustees and staff have a responsibility to create an environment that values equality and diversity.

CIHT strives to be an inclusive organisation that

- *values the contributions that people from diverse backgrounds make to Highways and Transportation.*
- *believes that everyone should be treated with dignity and respect.*
- *works to identify and remove unnecessary barriers to working in the industry*
- *actively encourages people from all backgrounds into membership*
- *takes a lead in championing diversity and inclusion in the transport infrastructure sector*
- *supports the Department for Transport's diversity and inclusion initiatives*
- *showcases the contribution that people from different backgrounds make to the industry*
- *provides individuals from diverse backgrounds with the support that they need to develop as professionals.*
- *benchmarks progress on diversity and inclusion against other organisations and industries*

The Institution's recruitment procedures are based solely on the necessary and justifiable job requirements and the individual's suitability. Care will be taken throughout the planning and process of recruitment to ensure that criteria are specific to post requirements and do not include elements which may be construed as being unfairly restrictive or disadvantageous to any individual or group of potential applicants.