

Job Description: Executive Assistant
Responsible to: Chief Executive

Contract: Fixed term for 12 months; full or part time; starting immediately; secondments considered.

Salary: Up to £26,000 *per annum* (full time equivalent) depending on experience

Application process:

Submit CV and covering letter (max 3 pages) by Friday 21st January 2022 to seamus.oneill@thenhsa.co.uk

Interviews will be held Friday 28th January 2022 by Teams

Background Information

[The Northern Health Science Alliance](#) (NHSa) was established in 2011 and acts as a front door to the North of England's health research system working for a healthier, wealthier region. As a partnership established by the leading universities, NHS Hospital Trusts and all four Academic Health Science Networks in the North of England, the NHSa acts as an advocate for, and provides a portal to, its internationally recognised health science excellence.

The NHSa has enjoyed significant success in creating opportunity and value for its member organisations and currently counts 24 constituent organisations, which include 10 research-intensive universities, 10 research-active NHS trusts and the four Northern Academic Health Science Networks. By bringing the Alliance together it has been able to leverage individual organisational strengths and capabilities for greater impact, raising the profile of health science in the North of England, attracting research funding from traditional and non-traditional sources and contributing to better patient outcomes in its regions.

Guiding Principles of our Organisation and the Role:

The Primary duties of this post will be as an Executive Assistant, but we are looking for an all-rounder who understands the importance of teamwork and the requirement, in a small team, to roll up their sleeves and assist whenever they are needed. The successful applicant can expect their role to be diverse with no two days being the same. You will work agilely from a home base but you will be connected via Microsoft Teams for regular contact with your line manager and the rest of the team. We also have regular face-to-face meetings as a team (restrictions permitting).

We know that first impressions count, and we pride ourselves on the professionalism and effectiveness of our interactions. The post-holder must, therefore possess excellent inter-personal skills and be highly professional in all communications, both internal and external.

Job Description

Main Purpose of the Role: The Executive Assistant will provide a variety of support functions for the Chief Executive and other members of the Executive. The post holder will also contribute to the administration of the company by providing cover and capacity on a range of operational functions such as project management and organisation of meetings.

Summary of Duties:

- Work closely with the CEO in organising and delivering NHSa activity such as Executive, Board and Council meetings

- Manage diaries, arrange meetings and travel for the CEO and other members of the Executive
- Provide support to the Office Manager on delivery of core functions of the NHSA, such as administration of HR and Finance processes (training will be provided)
- Help maintain key relationships with regional, national and international health and life sciences stakeholders and partners across all aspects of our activity
- Maintain the NHSA contacts database and other distribution lists, ensuring that these are linked to the various programmes of work through consultation with the Programme Leads
- Schedule meetings, prepare agendas and produce minutes as necessary for a range of meetings
- Provide dedicated support on the co-ordination and delivery of ongoing programmes through the provision of high-quality admin support to programme leads
- Provide cover within the admin team during any period of absence or peaks of activity

The post-holder will work with the CEO and the Executive team as well as our wider networks. They will need to develop an understanding of the different sectors the Alliance serves and contribute to maintaining relationships across the team and with our constituent member institutions. The post-holder will also need to successfully engage with a wide variety of stakeholders at all levels and from a variety of backgrounds and cultures, and possess a flair for communicating with varied groups of people.

The post-holder will also need to demonstrate attention to detail, credibility, dynamism, energy, resilience and emotional intelligence plus an ability to successfully manage competing demands on time and resource. The ability to meet deadlines and ask for help when needed is crucial in order to manage competing demands on your time.

Qualifications		Evidence
Appropriate qualification(s) to A-Level or BTech or equivalent with GCSE level passes in English and Maths	E	CV
Evidence of significant continuing professional development	E	Application and interview
Knowledge, Skills and Experience		
Proven experience of project support in a complex environment	E	Application and interview
Excellent organisational skills and attention to detail	E	Application and interview
Ability to balance demanding and sometimes conflicting requirements on time and meet deadlines, supporting others to do likewise	E	Application and interview
Excellent communication skills, both written and verbal	E	Application and interview
Project management skills including use of platforms such as Teams, Excel, Powerpoint	D	Application and interview
Ability to work from own initiative and independently with a flexible approach	E	Application and interview
Willing to undertake some domestic and potentially occasional international travel in order to fulfil their role / based in the North of England	D	Application and interview
Attributes and Behaviours		
Reliable, honest, hardworking and proactive	E	Interview
Energetic and dynamic, willing to uphold and champion the NHSA's vision and mission to a variety of audiences	E	Interview
Emotionally intelligent communication in all formats; with colleagues and stakeholders of all levels and backgrounds	E	Interview
Willingness to develop as a professional	E	Interview