**The Institute of Cancer Research**

**JOB DESCRIPTION and person specification**

**Job Title** Executive Assistant to Chief People Officer (CPO)

**DIRECTORATE** Human Resources

**REPORTS TO:** Chief People Officer (CPO)

**GRADE and HOURS:** Professional Services 4, 35 hours per week, usually 9.30am – 5.30pm

**LOCATION:** 123 Old Brompton Road. The post-holder may also be required to work at the ICR’s Sutton site one day per week and as required to meet business needs.

**OBJECTIVE**

* To provide comprehensive administrative support to the CPO in support of a range of HR Programmes and projects.

**Responsibilities**

**Support to the CPO**

* Effectively manage the CPO’s diary, scheduling meetings and appointments and resolving clashes, including making travel arrangements where required.
* Monitor the CPO’s emails and correspondence, filtering incoming mail and dealing with urgent issues in their absence, referring or escalating where appropriate.
* Manage the CPO’s task priorities, ensuring daily and weekly priorities have been delivered.
* Provide support to various committees and boards including the Wellbeing Working Group, Equality Steering Group and formal meetings with the ICR’s recognised Union.
* Work on specific projects such as Evolve/Resolve, Culture and Engagement and Modern Worker
* Supporting the CPO with budget management including the new zero-based budget system and administering the Amenity Fund, which subsidises sport and social activity for staff and students.
* Support the senior staff recruitment and faculty recruitment processes, working closely with the CPO, Research Operations colleagues and external recruitment consultants.
* Manage contact with key internal and external senior stakeholders, acting as a conduit of information to and from the CPO.
* Draft and prepare general correspondence for approval by the CPO.
* Maintain electronic filing systems.
* Contribute to and provide administrative support for key HR projects and related work.
* To liaise regularly with members of the HR Directorate, project management staff, and administrative support staff in other departments, to ensure colleagues are informed of the CPO’s priorities and plans where appropriate.
* Manage logistics, desk and meeting room and equipment bookings for the CPO as required.
* Action requests on behalf of the CPO where possible, seeking guidance/confirmation where required.
* Maintain a confidential and professional approach at all times, including strict adherence to information security/governance rules.

**Strategic Projects**

* Work with the CPO to progress arrangements and actions relating to the work of the entire HR Directorate including actions and activity relating to the ICR’s People Strategy**.**
* Lead on specific staff engagement projects, including the annual staff recognition awards and long service awards.

**Meetings**

* Provide high-quality support to meetings chaired by the CPO including the Staff Consultative Committee (Union meeting), the Equality Steering Group and the Wellbeing Working Group. This support includes the production, collation and distribution of papers and materials in advance of meetings and producing and circulating minutes and action lists after meetings.
* Ensure that all relevant meeting documentation required for the CPO’s attendance at meetings is provided in a timely manner either in hard copy or electronically as requested.
* Provide high-quality support to the CEO Advisory Forum where various staff and student groups meet with the CEO and members of the senior leadership team to ask questions and raise concerns.

**General**

* Attend and actively participate in HR Team meetings and contribute to discussions on strategic and general issues.
* Purchase supplies using the ICR’s requisitioning system.
* Reconcile the monthly purchasing card statement with HR expenditure.
* Arrange for any necessary repairs within specific HR work areas, reporting any Health and Safety issues to HSE, Site Management and/or Reception as appropriate.
* Provide support to the Team in resolving IT and Facilities issues.
* Organise events such as Team away days and internal staff training.
* Any other duties as may be required which are consistent with the nature and grade of the post.

All staff must ensure that they familiarise themselves with and adhere to any ICR policies that are relevant to their work and that all personal and sensitive personal data is treated with the utmost confidentiality and in line with the General Data Protection Regulations.

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| **Person specification** | **Essential or desirable?** |
| **Education and knowledge** |  |
| Educated to A level standard or equivalent (or significant equivalent experience) | E |
| **Experience** |  |
| Experience in a senior secretarial or administrative role. | E |
| Experience in managing a busy office  Experience of diary management.  Experience of providing effective administrative support for meetings. | E  E  E |
| Experience of working in Human Resources, or within a project management role.  Experience of contributing to the delivery of complex, large scale project(s). | D  D |
| **Skills** |  |
| Excellent IT skills, with the ability to use platforms such as Microsoft Office and internet applications, computerised and web-based administrative systems and data sources effectively. | E |
| Excellent communication skills and the ability to deal with key stakeholders in a diplomatic manner. | E |
| Ability to deal with difficult people. Confidence when dealing with difficult situations. | E |
| Excellent spoken and written English with the ability to present information in a clear and concise way. | E |
| Ability to pro-actively anticipate and meet needs of team members. | E |
| Ability to deal appropriately with sensitive and confidential information. | E |
| An ability to represent ICR effectively in interactions with key external contacts. | E |
| Well-developed analytic and problem-solving skills. | E |
| Good interpersonal and customer care skills. | E |
| Meticulous attention to detail. | E |
| Excellent organisational skills with a demonstrated ability to multi-task, identify and manage competing priorities effectively, and manage workload. | E |
| **General** |  |
| A flexible, tactful and diplomatic approach. | E |
| Proven ability to make decisions. | E |
| Proven ability to work independently and to take initiative. | E |
| Proven ability to work effectively under pressure. | E |
| Ability to work as part of a team and interact with all personality types at all levels. | E |
| Willingness to learn new skills. | E |
| Flexibility and ability to operate comfortably in a rapidly changing environment. | E |
| Highly motivated with the ability to anticipate and prepare accordingly. | E |
| Sound judgement and a high level of professionalism. | E |