Job Description

TITLE OF POST:	Executive Support Officer
RANK/ROLE:	Grade 8
POST REFERENCE:	
LOCATION:	Service Headquarters, Carmarthen
RESPONSIBLE TO:	Chief Fire Officer / Deputy Chief Fire Officer
	To provide high level, comprehensive, confidential, and proactive executive support to the Chief Fire Officer, Deputy Chief Fire Officer, the Clerk, Section 151 Officer, and members of the Executive Leadership Team, and to take responsibility for the running of the Executive Suite on a day-to-day basis. To act as a link between the Executive Leadership Team and other employees of the Service, and the Chair and Members of the Fire and Rescue Authority, the public, other organisations, and associations. Assist in building and maintaining these relationships as appropriate. The range and type of activity will vary according to the organisational demands that prevail at any given time.

SCHEDULE OF RESPONSIBILITIES	RESPONSIBLE TO
1. To manage and be responsible for the provision of high level confidential and comprehensive support and administrative services for the Chief Fire Officer, Deputy Chief Fire Officer, the Clerk and members of the Executive Leadership Team, maintaining the utmost levels of confidentiality, discretion, and professional integrity.	Chief Fire Officer / Assistant Chief Fire Officer
2. Act as a first point of contact for all verbal and written enquiries to the Chief Fire Officer and Deputy Chief Fire Officer along with members of the Executive Leadership Team as required, dealing with as many issues as possible either personally or by referring to the most appropriate person.	Chief Fire Officer / Assistant Chief Fire Officer
3. In the absence of executive Leadership Team members, support and advise on a diverse range of corporate issues that can have a high impact on the Service. Acts on information following consultation with Executive Leadership Team members as appropriate and at times may have to address urgent issues and prioritise appropriately.	Chief Fire Officer / Assistant Chief Fire Officer
4. To provide advice, guidance, and administrative support to Executive Leadership Team members on a wide range of matters, including protocol, prompting Executive Leadership Team members appropriately on actions that they need to consider or facilitate. Provides advice on protocols, policy, etiquette, and procedures.	Chief Fire Officer / Assistant Chief Fire Officer
5. To process incoming mail and determine or undertake appropriate actions including redirecting enquiries or drafting responses where appropriate to ensure the smooth day to day running of the Office of the Executive Leadership Team. Issues can arise that are highly confidential and extremely sensitive and require the highest degree of integrity.	Chief Fire Officer / Assistant Chief Fire Officer
6. To collate outgoing mail for members of the Executive Leadership Team for signature, ensuring it has been checked and is to the expected standard, whilst proof reading correspondence, documents, and reports as necessary.	Chief Fire Officer / Assistant Chief Fire Officer
7. Arrange internal meetings, prepare draft Agendas, take minutes, and type reports where relevant, ensuring these are produced accurately and to corporate style and ensure that they are distributed with related briefing information in accordance with specified timescales. To provide administrative support for Executive Leadership Team meetings and Service Leadership Team meetings, including administration of action trackers.	Chief Fire Officer / Assistant Chief Fire Officer

8. Organise and manage diaries for the Executive Leadership Team, maximising their capacity and managing and coordinating extremely busy schedules on time. To make judgements relating to conflicting priorities and work demands to enable team members to deal with regular workflow as well as maintaining contingency time for urgent or unplanned actions.	Chief Fire Officer / Assistant Chief Fire Officer

9. To undertake and be accountable for project work for the Executive Leadership Team on specified topics, along with the production of data and reports to provide them with the necessary information on which to formulate views and make decisions. To also be responsible for the creation of documents which may relate to strategy, policy, precedents, procedures, or rules as required.	Chief Fire Officer / Assistant Chief Fire Officer
10. To process and code all corporate credit card purchases for the Executive Leadership Team via the recognised spend management system, paying particular attention to correct coding of tax and the recording of receipts.	Chief Fire Officer / Assistant Chief Fire Officer
11. To keep abreast of and undertake work related to the Executive Leadership Team's portfolios at local, regional, and national level, including coordinating all reports, agendas, and supporting papers for regional forums and meetings that they take the lead on. To attend such meetings and take minutes as required being aware of political, Organisational and business sensitivities.	Chief Fire Officer / Assistant Chief Fire Officer
12. To organise Executive Leadership Team attendance at conferences and seminars to include travel arrangements, hotel bookings, carparking, and including any overseas trips, flights, visas etc.	Chief Fire Officer / Assistant Chief Fire Officer
13. To organise Executive Leadership Team attendance at conferences and seminars to include travel arrangements, hotel bookings, carparking, and including any overseas trips, flights, visas etc.	Chief Fire Officer / Assistant Chief Fire Officer
14. Provide comprehensive and confidential administrative support to the Chair of the Fire Authority in the absence of the Democratic Services Officer and Senior Officers as required.	Chief Fire Officer / Assistant Chief Fire Officer

15. Receive visitors and Elected Members of the Fire Authority on behalf of Executive Leadership Team members, maintaining the good image of the Service.	Chief Fire Officer / Assistant Chief Fire Officer

16. To undertake research to inform presentations and speeches and to assist Executive Leadership Team members in the creation and preparation of reports, speeches, and presentations. To draft and format correspondence and documents on behalf of Executive Leadership Team members.	Chief Fire Officer / Assistant Chief Fire Officer
17. To raise purchase orders as required for members of the Executive Leadership Team accurately process goods when they are received.	Chief Fire Officer / Assistant Chief Fire Officer
18. To arrange the provision of catering as required at various events and meetings hosted by the Service and contribute to the organisation of formal Service events.	Chief Fire Officer / Assistant Chief Fire Officer
19. To be accountable for and maintain a comprehensive and where appropriate, electronic, and paper confidential filing structure and document storage and retrieval system, including signed legal contracts and agreements to ensure that information and records are accurate and easily retrievable.	Chief Fire Officer / Assistant Chief Fire Officer
20. To act as a loggist when required to support the Executive Leadership Team members at Gold Command or significant incidents.	Chief Fire Officer / Assistant Chief Fire Officer
21. Have a flexible approach to coincide with the Executive Leadership Team's schedules.	Chief Fire Officer / Assistant Chief Fire Officer
22. To undertake all relevant training considered necessary to undertake the role of Executive Support Officer	Chief Fire Officer / Assistant Chief Fire Officer
23. Any further duties reasonably falling within the purview of the post, as requested by Executive Leadership Team members or other senior managers if required.	Chief Fire Officer / Assistant Chief Fire Officer