



East Cambridgeshire
District Council

Executive Assistant to the Corporate Management Team (CMT)

Post number: CEX011

Salary: Scale 4

Date: September 2026

Service area: Chief Executive's Office

Reports to: Chief Executive

Job profile

Purpose

To provide high-quality executive, administrative and organisational support to the Chief Executive and Corporate Management Team (CMT), ensuring the efficient operation of corporate leadership activities.

The postholder will act as a central point of coordination for the CMT, supporting strategic planning, governance, decision-making, communications and key corporate projects. They will manage complex diaries, meetings and priorities while maintaining absolute discretion and professionalism.

The role requires a highly organised individual who can anticipate needs, coordinate competing demands and build positive working relationships across the organisation and with external stakeholders.

Dimensions

The role provides direct executive and administrative support to the Chief Executive and Corporate Management Team. It involves coordination across senior officers, elected members, service managers, partner organisations and external stakeholders.

The postholder will support corporate governance, decision-making, meeting management, information management, communications, key corporate projects and improvement activity. The role requires regular handling of sensitive and confidential information and management of competing organisational priorities.



Main duties and responsibilities

- Provide comprehensive executive support to the Chief Executive and Corporate Management Team.
- Manage complex and frequently changing diaries, ensuring effective prioritisation of commitments.
- Coordinate appointments, meetings, briefings, workshops, away days and events.
- Prepare agendas, reports, presentations, briefing notes and other supporting materials.
- Ensure CMT members are adequately briefed and supported ahead of meetings and engagements.
- Act as the first point of contact for enquiries directed to the Chief Executive and CMT.
- Coordinate CMT meetings, prepare agendas and action logs, and record decisions, actions and key discussions accurately.
- Monitor and follow up actions arising from meetings and maintain appropriate records in accordance with governance requirements.
- Support the preparation and submission of reports to committees and Council where required.
- Support the coordination of corporate priorities, programmes, key projects, milestones and organisational commitments.
- Liaise with directors, service managers, partners and stakeholders to gather information, updates and briefing material.
- Draft correspondence, presentations, briefing notes and reports on behalf of senior officers.
- Handle sensitive and confidential information with discretion and in accordance with information governance requirements.
- Maintain effective electronic filing, document management and version control systems.
- Coordinate responses to information requests and corporate enquiries where appropriate.
- Organise internal and external meetings, conferences and stakeholder events, including venues, technology, catering, attendee communications, travel and accommodation where required.
- Identify opportunities to improve administrative processes, corporate coordination and digital ways of working.
- Work in accordance with council policies and procedures, promote the council's values and behaviours, and undertake any other duties commensurate with the grade and nature of the role.



Special conditions

The postholder will be required to maintain absolute confidentiality and exercise sound judgement and discretion at all times.

The role may require attendance at meetings or events outside standard working hours, subject to business need.

The postholder must be able to manage competing deadlines, adapt to changing priorities and work effectively with senior officers, elected members and external stakeholders.

Pre-employment checks

None

Business Travel

Casual car user.

Business travel may be required to attend meetings, events, conferences or stakeholder engagements.

Any travel will be undertaken in accordance with council policies and procedures.



Person Specification

Qualifications

Description	Essential or desirable	Assessed through the application form or through the interview
Educated to A-Level standard or equivalent experience	Essential	Application
Professional qualification in administration, business support or project management, or willingness to work towards one	Essential	Application

Knowledge and Experience

Description	Essential or desirable	Assessed through the application form or through the interview
Significant experience of providing executive or senior administrative support	Essential	Application/ interview
Experience supporting senior leaders or management teams	Essential	Application/ interview
Experience of diary and meeting management in a complex environment	Essential	Application/ interview
Experience preparing agendas, minutes and action logs	Essential	Application/ interview
Experience of handling sensitive and confidential information	Essential	Application/ interview
Experience working within a local government or public sector environment	Desirable	Application
Experience supporting corporate projects or organisational change programmes	Desirable	Application/ interview



Description	Essential or desirable	Assessed through the application form or through the interview
Understanding of governance and decision-making processes	Essential	Application/ interview
Knowledge of information governance and data protection requirements	Essential	Application/ interview

Skills and Abilities

Description	Essential or desirable	Assessed through the application form or through the interview
Exceptional organisational skills	Essential	Application/ interview
Ability to manage competing priorities and deadlines	Essential	Application/ interview
Excellent written and verbal communication skills	Essential	Application/ interview
Ability to build relationships with stakeholders at all levels	Essential	Application/ interview
Ability to work independently and use initiative	Essential	Application/ interview
Strong attention to detail and accuracy	Essential	Application/ interview
Ability to analyse information and produce concise briefing material	Essential	Application/ interview
Strong problem-solving skills	Essential	Application/ interview



Project coordination skills	Essential	Application/ interview
Advanced Microsoft 365 skills including Outlook, Teams, Word, Excel and PowerPoint	Essential	Application
Experience using SharePoint and document management systems	Essential	Application/ interview

Personal Attributes

The postholder will demonstrate:

- Professionalism and integrity.
- Sound judgement and discretion.
- Resilience and adaptability.
- Positive and collaborative working style.
- Commitment to excellent customer service
- Ability to remain calm under pressure.
- Proactive approach to identifying and resolving issues.
- Strong commitment to confidentiality.

Core Competencies

Delivering results

- Prioritises workload effectively.
- Delivers high-quality work within deadlines.
- Takes ownership of tasks and outcomes.

Working together

- Builds trusted relationships.
- Supports colleagues and promotes teamwork.
- Works effectively across services.

Communication

- Communicates clearly and professionally.
- Produces accurate and concise written material.
- Adapts communication style to suit the audience.



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Organisational awareness

- Understands the political and organisational context of local government.
- Demonstrates awareness of governance requirements.
- Recognises the importance of reputational management.

Initiative and improvement

- Identifies opportunities to improve processes.
- Embraces change and innovation.
- Helps create efficient and effective ways of working.