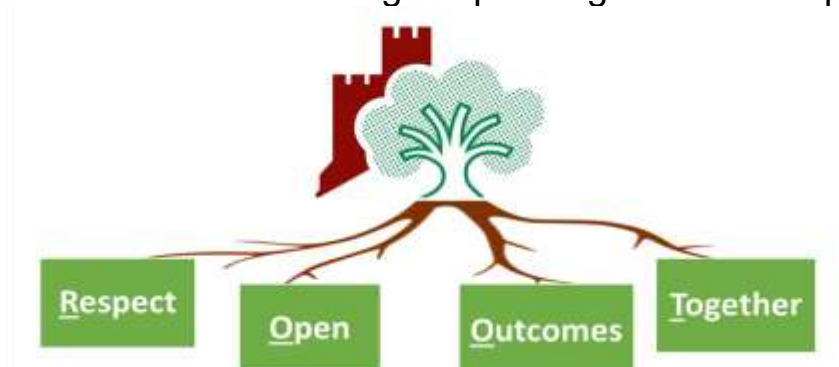


## JOB DESCRIPTION

<b>DIRECTORATE</b>	Corporate and Strategic Services
<b>POST NUMBER</b>	TBC
<b>POST TITLE</b>	Executive Team Support Officer
<b>POST GRADE</b>	Local Salary Scale S5 or S6 depending on skills and experience
<b>CONDITIONS OF SERVICE</b>	National Joint Council (NJC) for Local Government Services as amended locally
<b>RESPONSIBLE TO</b>	Head of Corporate & Strategic Services
<b>RESPONSIBLE FOR</b>	No supervisory responsibility
<b>JOB PURPOSE</b>	To provide executive and business support to the Executive Team (Chief Executive, Deputy Chief Executive and Director of Governance and Community) and the wider Corporate Management Team. To provide comprehensive, professional executive support as detailed below.

### RDC Values and Target Operating Model Principles



- **Efficient and effective** (systems and resources evidencing Value for Money; Return on Investment – a commercial mindset)
- **Empowering** (timely decisions at the right level – proportionate governance)
- **Focussed on customer outcomes and early intervention** (evidence-led decision making and resource allocation)
- **A Community Leader** (influencing stakeholders, driving delivery with partners)

MAIN AREAS OF WORK	
1	Manage all correspondence into the Executive Team; this includes numerous daily emails, phone calls and letters.
2	Manage all complaints to the Executive Team, ensuring that they are investigated and responded to quickly.
3	Manage the Executive Teams' diaries (the Chief Executive as a priority) ensuring that meetings are arranged as quickly as possible, relevant information is provided ahead of the meeting and minutes are produced within 48 hours.
4	Provide business support to the Corporate and Strategic Services team particularly the Head of Service and Policy Officer.
5	To work with partners to administer the Community Grants Scheme and Rother Lottery.
6	To provide policy and research support to the team including the preparation of presentations and briefings.
7	To arrange meeting and events liaising with elected Members, services and external stakeholders; these include large scale events such as Parish conferences, awaydays and forums.
8	To adhere to the Council's Health and Safety Policy and all other Staff Policies.
9	To undertake any other duties for which the post holder is competent and that support the Executive Team

RDC Value	Behaviour	Description
<b>Respect</b>	Professional	Maintaining high standards – in line with professional/regulatory requirements and Nolan principles*
	Value others	Ensures that people are given opportunity to contribute, appreciate and acknowledge that contribution
	Empowering	Enabling and encouraging people to influence and make decisions
<b>Open</b>	Trusting	Rely on and put confidence in others to do as they say
	Listening	Makes time to hear what people are saying, checks understanding
	Feeding back	Sharing observations and perception to improve understanding and performance
<b>Outcomes</b>	Responsible	Being accountable and reliable, doing what you have said you will do
	Innovative	Creating and trying new ways of doing things
	Prioritises	Organise, clarify what is most important and focus on that
<b>Together</b>	<b>Communicates</b>	Shares information in an accessible and timely way with people who need to know
	Collaborates	Cooperates, identifies, and brings in people to work together
	Relationship focus	Taking time to build connections and get to know other people

## PERSON SPECIFICATION



<b>POST TITLE</b>	Executive Team Support Officer	
<b>DIRECTORATE</b>	Corporate and Strategic Services	
<b>POST GRADE</b>	Local Salary Scale S5 or S6 dependant on relevant skills and experience	
		<b>Essential</b>
		<b>Desirable</b>
<b>Qualifications</b>		
5 GCSEs or equivalent including English and Mathematics (GCSE 4-9)	X	
Degree level qualification		X
<b>Experience</b>		
Previous experience in an office environment	X	
Practical experience of Information Technology	X	
Experience of working with both internal and external customers	X	
<b>Skills and Abilities</b>		
Ability to work with people at all levels	X	
Excellent verbal communication and customer care skills	X	
Organisational and time management skills	X	
Ability to work on own initiative	X	
Ability to work as part of a team	X	
Ability to work to performance targets and deal with unforeseen and urgent demands	X	
Excellent IT skills particularly MS Office	X	
Excellent written and drafting skills	X	
Ability to analyse and interpret complex information and data sets		X
<b>Training</b>		
ECDL or equivalent		X
<b>Knowledge</b>		
Knowledge of the role of local government		X
Knowledge of geographic area of Rother District		X

July 2025