

SOUTH DERBYSHIRE DISTRICT COUNCIL

JOB DESCRIPTION

DIRECTORATE: Resources and Transformation

SERVICE: Customer Services

POST: Executive Assistant

GRADE: Grade 5

POST NO: CS20

RESPONSIBLE TO: Senior Executive Assistant

The post holder will require a DBS disclosure

JOB SUMMARY

To support the effective delivery of a customer focused, pro-active and confidential executive support service to the Executive Directors and Extended Leadership Team.

MAIN DUTIES AND RESPONSIBILITIES

To provide day-to-day support to designated roles within the Senior Leadership Team, including the management of their diaries, email, post, telephone calls, mileage and claims forms, making sure papers for relevant meetings are available, making necessary travel/accommodation arrangements as required.

To act as back up and support to the Senior Executive Assistant, and meetings they manage in their absence.

Supporting a wide variety of internal and external meetings by:

- Ensuring agendas are co-ordinated and avoiding unnecessary duplication.
- Setting appropriate dates and arranging suitable venues.
- Attend and take minutes at appropriate meetings, circulate minutes.
- Ensuring action logs are maintained and managed.
- Maintaining confidential material relating to meetings.

To actively participate in undertaking research, analysis, presentations and reports for various corporate and service-based projects as required.

To provide support in all staffing and other sensitive matters always maintaining complete confidentiality and discretion, using initiative when circumstances dictate; prioritising workload and working without supervision.

GENERAL

To support the achievement of the Council's Council Plan, observe Corporate Values and promote environmental sustainability.

Provide advice, information and attend meetings and training as required.

To adhere to and ensure the appropriate compliance with the Health & Safety Policy.

To support, promote and comply with the Equality, Diversity, and Inclusion Strategy.

To comply with the Employee Code of Conduct and Ethics Standards.

To respect the sensitivity and confidentiality of client/customer information that they may have access to, in adherence with the Council's Data Protection policies.

To undertake such other duties as may be prescribed from time to time that is commensurate with the experience of the post holder and the grading of the post.

Date Updated: May 2026
Issued by: Customer Services Manager