



Executive Assistant to Policy/Research Teams

Candidate Brief

June 2019 | Reference EA07/2019

About us

The Nuffield Trust is an independent health charity. We aim to improve the quality of health care and health policy in the UK by providing evidence-based research and policy analysis and informing and generating debate.

Vision

We want to help achieve a high-quality health and social care system that improves the health and care of people in the UK.

We set out to do this by:

- Improving the evidence base that leads to better care by undertaking rigorous applied research and policy analysis.
- Using our independence to provide expert commentary, analysis and scrutiny of policy and practice.
- Bringing together policy-makers, practitioners and others to develop solutions to the challenges facing the health and social care system.
- We will be grounded in the practical implications of policy-making, working closely with NHS staff and policy-makers to identify solutions. Above all, we aim to be a trusted and respected voice at a time of unprecedented challenge to the NHS and social care system.

Values

In everything we do, we strive to be:

- Independent and free from vested interests.
- Rigorous, robust and evidence-based in the work we undertake.
- Relevant, supportive but also challenging when we need to be.
- Open and engaging with all those we come into contact with.
- An organisation that makes a difference to the quality of policy-making and practice in the UK.

Current priorities

The current priorities are identified on [The Nuffield Trust Website](#).

Job Description

Purpose

The Executive Assistant to Policy/Research Teams will work closely with relevant Directors and Senior Managers to provide administrative support in a well-organised and timely manner.

The post-holder will be flexible, hardworking and have a confident yet friendly personality. You will be required to handle a wide range of projects and ensure that the day-to-day activities in the office are dealt with smoothly and efficiently.

Main responsibilities

Reporting to the Senior Executive Assistant to the Chief Executive & Trustee Board, the key performance indicators are outlined below.

- Support to relevant Directors (currently the Director of Strategy & Operations and the Director of Research / Chief Economist) as follows:
 - administrative support;
 - diary management;
 - email management;
 - travel, hotel and visa (where required) arrangements.
- Support the Senior Executive Assistant to the Chief Executive & Trustee Board to provide administrative support for:
 - the diary of the Chief Executive; and
 - governance duties.
- Email management of relevant generic mailboxes.
- Organise travel, hotel and visa (where required) arrangements for other senior team members.
- Assist with the organisation of events and workshops for the Chief Executive including venue hire, collating invitation lists, attendance monitoring, hire of waiting staff and note taking.
- Actively participate in the Trust's administration team meetings.
- Provide cover for the Senior Executive Assistant, team assistants and front of house staff as required in their absence
- Work with the Human Resources Manager to coordinate the Trust's Employee Forum meetings
- Other tasks as reasonably requested.

Person Specification

Essential experience

- Demonstrable experience in a similar role with a proven ability to work effectively with senior staff, gaining their trust and confidence.
- Experience of working calmly under pressure and to tight deadlines.
- Experience of complex diary management.
- Experience of planning, organising and minuting meetings.

Skills and abilities

- Self-motivated with the ability to work autonomously and manage own time effectively,
- Ability to innovate and develop new solutions.
- Excellent organisational skills with the ability to plan ahead and prioritise multiple tasks effectively.
- Excellent written communication skills, with experience of drafting well-written and professional correspondence and communications.
- Excellent interpersonal skills, with the ability build rapport with people at all levels of seniority.
- A desire for accuracy in your work, with great attention to detail.
- Strong professional integrity with a clear understanding of the importance of maintaining confidentiality.
- Strong team player with a flexible, proactive, positive approach to work.
- A commitment to diversity and equality in working relationships and practice.
- Strong IT skills in word processing, spreadsheets, databases and email.

All staff are required to work within Nuffield Trust's policies, ensuring these are carried out in relation to the job, e.g., Confidentiality, Data Protection, Equal Opportunities and Diversity.

All staff may be asked to undertake other duties and responsibilities appropriate to their level as determined by their Line Manager on an occasional basis.

This Job Description reflects the requirements of the post at the time of writing. The needs and circumstances may change over time and therefore the Job Description may need to be reviewed in the light of any such changes which may occur.

Health and Safety

Employees of the Trust are required to be aware of, and observe fully, the employee duties under the Health and Safety at Work Act and to observe all Nuffield Trust policies related to health and safety and risk management.

Data Protection

Disclosures of confidential information or disclosures of any data of a personal nature can result in prosecution for an offence under the Data Protection Legislation or an action for civil damages under the same Legislation in addition to any disciplinary action taken by the Trust which might include dismissal.

Equality and Diversity

The Nuffield Trust is committed to ensuring equality for its employees and job applicants and will value and respect their diversity. We recognise that everyone has a contribution to make and we will aim to ensure that all staff, Trustees, volunteers, organisations and individuals with whom we have contact will be treated fairly and in an unbiased way. The Nuffield Trust is committed to actively promoting equality and diversity and will work to address unfair treatment, discrimination and prejudice where found within the workplace and in its work. We will work within the current legislative framework to promote best practice.

To ensure the continued development of equality and diversity, all applicants are asked to provide information about how they identify themselves as part of the application process. You are not obliged to answer the questions, however, the more information you supply, the more effective our monitoring will be. If you choose not to answer any or all of the questions, it will not affect your application. Any information you do supply is kept strictly confidential and will be used solely for monitoring purposes. The selection panel will not see this information.

Benefits

The Trust offers a competitive benefits package including a defined contribution pension scheme, death in service insurance and an Employee Assistance Programme. Eligible employees also benefit from a number of other benefits including interest-free travel loans and enhanced maternity, paternity and parental leave pay.

Annual leave is 28 days per year (pro rata for part-time positions), 3 days of which must be taken between Christmas and New Year when the office is closed. This rises to 30 days per year (pro rata for part-time positions) on completion of 5 years' service with the Trust.

Terms of Appointment

This is a full time (35 hours per week) appointment based in London.

The remuneration for this position is c.£30,000, dependent on the background and experience of the successful candidate.

The appointment will be subject to receipt of two satisfactory references and evidence of the right to work in the UK.

Application and Selection Process

Candidates wishing to apply should submit a detailed CV and complete the Trust's Application Form via the [online web portal](#).

Any queries should be directed to

Email: recruitment@nuffieldtrust.org.uk

Telephone: Human Resources on 020 7631 8450.

The closing date for applications is midnight on Wednesday 26 June 2019.

Shortlisted candidates will be invited for interview in London on Tuesday 2 July 2019.

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 For more information about Nuffield Trust, including details of our latest research and analysis, please visit www.nuffieldtrust.org.uk

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 Follow us on Twitter: [Twitter.com/NuffieldTrust](https://twitter.com/NuffieldTrust)

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