



# **Senior Executive Assistant to the Chief Executive & Trustee Board**

## **Candidate Brief**

June 2019 | Reference EA06/2019

# 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 Senior Executive Assistant to the Chief Executive & Trustee Board will be responsible for providing comprehensive management of administrative and executive services to the Chief Executive and Trustee Board. This includes working with senior managers to fulfil the role of Company Secretary.

You will be an informed key contact for the Chief Executive and Trustee Board, portraying The Nuffield Trust in a highly professional and competent manner.

You will also be responsible for line managing the Executive Assistant to Policy/Research Teams and the Operations Team Administrator as well as overall coordination of the wider administration team.

## Main responsibilities

Reporting to the Chief Executive and working closely with the Director of Strategy & Operations and wider Operations team. The key performance indicators are outlined below.

### Senior Executive Assistant to the Chief Executive

- Support the Chief Executive to deliver The Nuffield Trust's objectives by effectively managing their day to day business, including effective management of administrative support services and communications systems.
- Review incoming correspondence: prioritising; allocating; actioning; and monitoring the Chief Executive's workload.
- Identify and resolve issues/problems which can be managed without the direct and personal involvement of the Chief Executive.
- Provide full administrative support for relevant meetings, including: forward planning and agenda setting; preparation of papers; room arrangements; minute taking; and monitoring action points.
- Accurately record expenditure and monitor the Chief Executive's budget, including processing invoices and expense claims.
- Maintain effective and efficient filing systems.
- Support other members of the Senior Management Team as required.

- Line manage the Executive Assistant to Policy/Research Teams, the Operations Team Administrator, and coordinate the activities of the wider administration team.

### **Senior Executive Assistant to the Trustee Board**

- Arrange Trustee Board and Committee meetings, prepare agendas and ensure all papers are received in a timely manner.
- Take minutes, maintain action logs and ensure that the overall administration of the meetings happens efficiently and effectively.
- Act as the central communication point between Trustees and the organisation, corresponding with Trustees on key issues between Board meetings.
- Assist the Chief Executive and Chair in the management of Trustee recruitment, induction, terms of office, performance reviews, skills analysis, and training.
- Process Trustee expense claims.
- Work with the Director of Strategy & Operations to:
  - Develop and oversee systems that ensure that the company complies with all applicable codes, in addition to its legal and statutory requirements.
  - Monitor changes in relevant legislation and the regulatory environment, taking action accordingly.
  - Advise Chair, Board of Trustees and Leadership Team on all governance matters as required and ensure that they comply with corporate legislation and the organisation's Articles of Association.
  - Develop and maintain the organisation's Terms of Reference, Schemes of Delegation and Memorandum & Articles of Association, liaising with committee chairs and leadership team to propose amendments as needed.
  - Ensure policies are kept current, are approved, and that Trustees and staff are aware of their implications.
- Ensure the requirements of Companies House and the Charity Commission are met for the Nuffield Trust and Nuffield Trading Ltd accordingly.
- Maintain, and ensure the safety of, the organisation's statutory books, hospitality register and declarations of interest.
- Manage relationships with the Organisation's Patron.

# Person Specification

## Essential experience

- Demonstrable experience in a similar role with a proven ability to work effectively at a senior level, gaining trust and confidence with stakeholders.
- Previous line management experience.
- Experience of working calmly under pressure and to tight deadlines.
- Experience of complex diary management.
- Experience of planning and organising meetings, with strong attention to details.
- Experience of minuting meetings at Board (or equivalent) level.

## Skills and abilities

- Self-motivated with the ability to work autonomously with minimal supervision.
- 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 to influence others and communicate effectively with a broad range of people at all levels.
- 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.
- Advanced 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.£41,000, 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](mailto: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 Friday 5 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](http://www.nuffieldtrust.org.uk)
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