

Job Description

A

JOB TITLE:	Executive Assistant to Housing Services Director
LOCATION:	Newlon House, 4 Daneland Walk, Hale Village, London N17 9FE
SALARY:	£32,948 per annum plus eligibility to earn up to 5% Performance Related Bonus
REPORTING TO:	Housing Services Director

B MAIN OBJECTIVES

To provide proactive high-quality support to the Housing Services Director and the wider Housing Services team.

This role is key to ensuring the department runs smoothly, meetings and governance processes are well organised and supported, and colleagues have the information and resources they need to deliver excellent services to our residents.

C SPECIFIC TASKS AND RESPONSIBILITIES

Key Tasks and Responsibilities		Performance Standards
1.	Executive Support To provide a high quality administrative and secretarial support to the Housing Services Director and when directed to the Housing Services Department.	<ul style="list-style-type: none"> • Manage the Director's diary, correspondence, deadlines and priorities, ensuring time is used effectively • Draft, edit and format reports, presentations, and communications • Handle incoming enquiries, resolving routine matters independently and escalating where needed
2.	Meetings and Governance To assist the Director to prepare for a variety of Board, Committee, Team and other formal meetings. To lead on providing services for Resident Services Committee and provide cover for other meetings when required.	<ul style="list-style-type: none"> • Coordinate the organisation of all in staff days and briefings • All arrangements (including preparation and distribution of agendas, booking of venues, provision of refreshments and equipment, meeting invitations) made to agreed standards • Meeting papers prepared, checked to agreed standards, uploaded to Convene and distributed to attendees to agreed deadlines • Accurate and relevant minutes taken and circulated to agreed standards and deadlines • All documents saved and archived according to agreed conventions • Reception meet and greet service provided on an agreed rota (this will involve occasional evening work) • Occasional cover for other members of the Exec Support Team as assigned by the Head of Exec Support (this may involve occasional evening work)
3.	Departmental Administration Liaise with team members, internal departments and external bodies on matters relating to the administrative support for Housing Services Department.	<ul style="list-style-type: none"> • Act as a point of contact within Housing Services, liaising with colleagues and external partners • Oversee general administrative functions such as record-keeping, mailouts, event organisation and maintaining supplies • Provide office cover, including reception duties, when required • Lead coordinator for managing MP enquiries

4.	Financial & Systems Support Placing of orders and processing of invoices as required.	<ul style="list-style-type: none"> • Place orders and process invoices in line with internal procedures • Ensure financial accuracy and compliance with budgets and procurement processes • Maintain records and data using Newlon's IT systems
5.	Health & Safety	<ul style="list-style-type: none"> • Comply with all Health & Safety policies and procedures relevant to the role
No job description can cover every issue which may arise within the post at various times and the postholder is expected to carry out other duties from time to time which are broadly consistent with those in this document.		