

**Job Description**

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| **Job Title:** | Inward &Capital Investment Executive Support |
| **Team:** | Operations |
| **Classification:** | Senior |
| **Reports to:** | Programmes and Operations Director |
| **Classification of Line Manager:** | Head of |
| **Number of Direct Reports:** |  |

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| **Job Purpose** |
| Provide a full support service to Head of Inward and Capital Investment ensuring that all administration activity, diary coordination and ad hoc project support is provided to the Head of Inward Investment and the Head of Capital Investment. Deputise for the other PA’s as necessary. |

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| **Our people and our offices** |
| West Midlands is an exciting, vibrant and diverse region and West Midlands Growth Company aims to reflect this in all that we do. Our objective is that our work, services and employment practices will promote a positive impression of the region, and we will take every step to minimise or eliminate outdated preconceptions and stereotypes.  West Midlands Growth Company whole-heartedly supports the principle of equal opportunities in employment and opposes all forms of unlawful or unfair discrimination on the grounds of colour, race, nationality, ethnic or national origin, sex, disability, age, religious belief, sexual orientation or marital status.  We believe that it is in the company's best interests and of all those who work in it to attract, retain and develop a diverse pool of talent. We therefore seek to ensure that the human resources, talents and skills available throughout the community are considered when employment opportunities arise. We believe it is essential to the company's success to enable employees of all backgrounds to reach their full potential by encouraging a working environment that is inclusive to all.  To this end and within the framework of the law we are committed, wherever practicable, to achieving and maintaining a workforce which broadly reflects the local community in which we operate.  Our offices are based in Birmingham in The Colmore Building which offers all employees superb facilities within an on-site gym, beauty room, GP, bike storage and café.  Our priority is to keep all our employees safe and well during this time. We will be working a combination of remote /office for the foreseeable future, and we are doing everything we can to ensure all our employees can enjoy a comfortable remote working space. |

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| **Main responsibilities and key activities** |
| To provide a high level secretarial/administrative support function to the Head of Inward and Captial Investment to include:   * + Daily diary management using MS Outlook so that their time is used as effectively as possible and ownership of Outlook inboxes including managing emails   + Organisation of relevant internal team meetings on behalf of the Heads of   + Organisation of relevant external meetings, ensuring meeting attendance is noted and relevant papers circulated   + Management of contacts and data using the bespoke CRM system as well as MS outlook   + Production of presentations/reports/itineraries/letters/correspondence to a high level of accuracy   + Attendance at internal events as and when required   + Booking of travel and accommodation following the respective funding guidelines   + Liaising with the finance team for payment of expenses in a timely manner   + To work closely with the members of the Extended Leadership Team, dealing with confidential information in a sensitive and discreet manner   + Raising of purchase orders for the nominated Heads of following the respective company policies and procedures   + Coordinate management of the wider team including holiday requests, logging absence etc   + To work closely with the PA to the Chief Investment Officer, co-ordinating the CIO diaries and ensuring that duplication of attendance at events is avoided where possible   + To deputise for the other PA’s in their absence, taking calls and managing the diaries and other requirements   + To ensure all duties across the team are efficiently and professionally handled   + To demonstrate flexibility and a professional approach at all times   + Any other duties deemed commensurate with the role   + Able to identify and implement ways of continuously improving existing ways of working. |

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| **Key Skills and Competency Requirements (EXAMPLE BELOW – PLEASE COMPLETE AS APPROPRIATE FOR EACH ROLE)** | | |
| **Area** | **Essential** | **Desirable** |
| **Skills and attributes** | * Professional, friendly, flexible approach * Attention to detail * Good oral and written communication skills * First class organizational and time management skills, able to multi-task and remain calm under pressure * Experience of providing a senior secretarial support service in a fast-paced environment * To understand the requirement for discretion and a political sensitivity when liaising with external stakeholders * First class MS Office skills, to include Powerpoint * Ability to use initiative and be pro-active * Ability to work as a part of a team * Ability to establish and maintain good working relationships with employees at all levels within the organisation * Enthusiastic/polite/hard working individual * Discretion and trustworthiness: you will often be party of confidential information | * 3+ years secretarial/administration experience * Experience of working in a public/private sector environment |
| **Personal Qualities** | * Trustworthy and able to maintain confidentiality * Able to adapt quickly to changing requirements and enjoys new challenges |  |

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| **Our values** | |
| **Working together** | We take pride in our approach to working together in a diverse, open and inclusive environment. |
| **Creative thinker** | We are creative and innovative in the work that we do, in our delivery and our outputs. |
| **Trusted partners** | We are a trusted partner – we work together with clients and stakeholders for the benefit of the region. |
| **Proactive leader** | We are proactive leaders continually striving for excellence, passionate about unlocking potential for the West Midlands. |

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| **Prepared by:** | | |
| **Name** | **Job title** | **Date** |
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