Job Description – Executive Assistant to the Commercial Director

About the Role

The Business Development Unit (BDU) consists of circa 90 members of staff, with a Senior Leadership Team of 10. As a £30 million business with a current business plan to grow to a £50 million business in the next 3 years, as Executive Assistant, you will be pivotal to the Commercial Director (CD) in providing dedicated, proactive, efficient, adaptable and professional support to the (BDU) and will be responsible for the execution of a wide range of duties, as is required to enable the CD to maximise their capacity as a key leader within the BDU and as a member of the Vice Chancellors Executive at the Open University.

This is a position of trust, providing the highest level of support. You are key to the management of the CD’s schedule and controlling the flow of information, requiring a high level of initiative and personal judgement, to handle highly confidential and sensitive materials.

Key Responsibilities

Overall responsibility for managing all administrative aspects of the Commercial Director and Director Corporate Sales roles in a proactive, efficient, effective and professional manner.

Working closely with the wider Senior Leadership Team and Business Support Team within BDU to ensure information flow and informed responses are provided; and draft correspondence on behalf of the CD.

To thoroughly understand and support the Director’s working style and priorities, ensure their calendar is always practicable and deliverable/achievable; to ensure that all agreed appointments/meetings can be accomplished successfully and to be able to react to and accommodate unexpected last-minute changes in the schedule and redirect the Directors accordingly.

Ability to work in an agile and fluid way; the CDs role requires extensive travel both within the UK and internationally; diary changes at short notice are frequent and the ability to work in responsive way is paramount as well as being able to use sound initiative and judgement to ensure Directors are engaged only with items requiring their absolute attention.

To develop an understanding of the leadership role of the CD in a fast paced commercially focussed environment and develop the necessary influencing and
negotiating skills required to support the CD in the development and delivery of agreed priorities.

Proactively plan meetings, bringing to the attention of the Directorate any items that may need to be brought to the agenda for meetings, and to support the development of papers for meetings.

Experience of scheduling diverse individuals across multiple time zones and an appreciation of global working is essential as you work with colleagues to prepare agendas for overseas visits, providing full briefing documentation, including itemised schedules are provided to Directorate in a timely manner;

Line management and associated duties for secretarial and clerical staff, as required.

**Skills and Experience**

Experience of working at Executive level both internally and externally in a large organisation and assimilating, analysing and interpreting complex information.

Advanced Outlook skills, with accompanying strong IT skills, including Word, Excel and PowerPoint.

Advanced organisational ability, with excellent planning and prioritising capabilities, and able to cope with multiple demands effectively while preserving confidentiality, and demonstrating excellent interpersonal skills, in particular the ability to work with and influence a wide range of people.

Proactive service driven approach, working independently to develop understanding and provide excellent support, with a proven ability to work with minimum supervision and to use initiative and flexibility.

Exceptional time management skills and the ability to work to pressured deadlines, and to respond with appropriate urgency and flexibility to situations and events that require a quick turnaround;