

Job description

Job title	Executive Assistant to the Managing Director and Secretary to the Board
Directorate	Corporate
Pay band	CL4
Responsible to	Managing Director
Base/location	Porton Down
Hours/sessions per week	37.5
Job type	Permanent

INTRODUCTION

Porton Biopharma Ltd. (PBL) has approximately 350 staff, performing a range of production, quality and development roles within pharmaceutical production, process and analytical development, quality control and quality assurance. The Company carries out the manufacture of Erwinase and Anthrax Vaccine as well as contract manufacturing projects.

JOB SUMMARY

To provide high quality support to the Managing Director, enabling him to carry out his role as effectively as possible, often in pressurized circumstances and demonstrating high levels of resilience and flexibility.

To provide high quality secretarial and administrative support to the PBL Board, coordinating and attending meetings in Porton and London, taking accurate minutes and acting as first point of contact for the Board.

To provide high quality administrative support to the Chairman of the Board.

Communication and key working relationships

Internal

- The Executive Assistant to the Managing Director and Board will communicate with all levels within and across PBL.

External

- The Executive Assistant to the Managing Director and Board shall communicate and liaise with external customers, Board members, collaborators, suppliers, consultants and other third parties as required.

MAIN DUTIES AND RESPONSIBILITIES

- To provide administrative services including diary management, booking meetings, planning events, organising travel and preparing travel itineraries, correspondence and prioritising calendar appointments and emails for the Managing Director.
- To provide administrative support to the Chairman of the PBL Board organising travel, diary management, inbox and calendar management, preparing briefing materials (or other documents) for the Chairman.
- To follow up on action points from meetings on behalf of the Chairman and Managing Director.
- To provide high quality administrative support to the PBL Board, coordinating and attending meetings in Porton and London (other locations if necessary), taking accurate minutes, supporting the Board Secretary and acting as the first point of contact for the Board.
- To coordinate members of the PBL Board to meet governance and decision making processes in a timely manner.
- To coordinate Executive Team meetings, attending meetings and taking minutes, follow up actions to ensure key messages and decisions are communicated to the Executive Group.
- Coordinate multiple administrative projects as assigned by the Chairman and Managing Director.
- Proactively and effectively manage a complex diary, paying close attention to detail and accuracy, making decisions regarding appropriate use of time and resources, as appropriate and necessary.
- Act as a 'gatekeeper' to make the best use of the Managing Director's time, taking the initiative to seek advice from colleagues and paying close attention to both immediate priorities and longer-term planning.
- Plan high-level meetings, visits and events in line with the Managing Director's guidelines, ensuring all details are confirmed and correct.
- Initiate and maintain regular meetings with key internal and external stakeholders.
- To coordinate the circulation of monthly reports, team briefings and reports on behalf of the Managing Director.
- Flag meetings and events in a timely manner, providing appropriate accurate information by obtaining briefings and updates from colleagues as appropriate.
- Oversee the organisation of travel and accommodation in line with policies and procedures.
- To comply with all PBL policies, procedures, legal and regulatory requirements including Health & Safety; maintaining confidentiality including General Data Protection Regulations.
- To maintain a comprehensive overview of all aspects of the Managing Director (and Chairman) administrative work, providing senior staff with updates on progress and acting as the main point of contact for all routine queries both internally and externally, displaying tact, diplomacy and discretion.
- To be the main point of contact for the Managing Director, staff and stakeholders and therefore needs to have a detailed awareness of operational issues.
- To establish strong working relationships with relevant counterparts and external stakeholders, ensuring a prompt and professional approach in order to maintain positive relations and build on existing networks.
- To hold a company credit card and track all expenditure for this card and the Managing Director's credit card.
- Any other duties commensurate with the accountabilities of the post.

Other

The above is only an outline of the tasks, responsibilities and outcomes required of the role. You will carry out any other duties as may reasonably be required by the directorate.

The job description and person specification may be reviewed on an ongoing basis in accordance with the changing needs of the organisation.

Professional development

You should pursue a programme of continuous professional development in accordance with any relevant professional registration or statutory requirements, while maintaining appropriate awareness of service provider requirements.

Person specification

Description	Essential	Desirable	Assessment
Qualification			
Educated to a degree level or equivalent		<input checked="" type="checkbox"/>	
Level 3 Private Secretary Diploma or equivalent	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Knowledge and experience Experience as defined by type/level (not length)			
Working as a senior assistant in a pressurised environment at Chief Executive level, demonstrating discretion, sensitivity, flexibility and resilience	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Building and utilising effective working relationships with people at all levels, including the very senior, both internally and externally	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Developing, maintaining and following administrative processes and systems, ensuring internal compliance	<input checked="" type="checkbox"/>		
Organising reports; phone management	<input checked="" type="checkbox"/>		
Experience of project planning and liaising with clients		<input checked="" type="checkbox"/>	
Confidentiality; GDPR & other relevant regulation	<input checked="" type="checkbox"/>		
Skills and capabilities			
Good interpersonal skills; active listening skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Excellent time management skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Planning and organisation; multitasking	<input checked="" type="checkbox"/>		
Communications, written and verbal	<input checked="" type="checkbox"/>		
Analytical and problem solving skills	<input checked="" type="checkbox"/>		
Computing / MS Office; excellent IT skills	<input checked="" type="checkbox"/>		
A calm and professional manner		<input checked="" type="checkbox"/>	
Accuracy and attention to detail; punctuality		<input checked="" type="checkbox"/>	
Equality and diversity			
An understanding of and commitment to equality of opportunity and good working relationships, both in terms of day-to-day working practices, but also in relation to management systems	<input checked="" type="checkbox"/>		

Job description agreed with the post holder:

Employee signature: Date:.....

Print name:.....

Manager's signature:..... Date:.....

Print name:.....