

## Job Description

<b>NMC</b> Nursing & Midwifery Council	<b>Job Title</b>	Executive Assistant/Administrator
	<b>Directorate</b>	People and Organisational Effectiveness
	<b>Department</b>	General Counsel team
	<b>Grade</b>	Grade 4
	<b>Standard/Premium</b>	Standard
	<b>Reports to</b>	Executive Business Manager, People and Organisational Effectiveness
	<b>Team Management</b>	None. Works closely with all members of the General Counsel Team.

### Role purpose

The purpose of this role is to provide broad administrative support to the NMC's General Counsel and General Counsel Team (GC Team). The GC team includes the NMC's Legal Professional Support Lead and Strategic Safeguarding lead.

The GC team is responsible for providing legal advice and support to the NMC, including to its Executive Board and Council, and for overseeing the management of the NMC's legal risk.

The NMC's Legal Professional Services Lead (LPSL) is responsible for leading on change and improvements in the provision of legal services to the NMC, and for overseeing the delivery of a sustainable learning and development programme for NMC lawyers and paralegals.

The NMC's Strategic Safeguarding Lead (SSL) is responsible for delivering change and improvement and providing ongoing support in respect of the NMC's safeguarding obligations as well as providing ad hoc advice to the NMC on safeguarding issues.

The GC team sits within the NMC's People and Organisational Effectiveness Directorate (P&OE). This role reports to the Executive Business Manager for P&OE, who is accountable for ensuring that the role provides effective administrative support to the GC team, LPSL and SSL.

This is a part time role. You will need to work closely with and share some administrative responsibilities with another part time Executive Assistant/administrative role.



## **Responsibilities**

### **General administrative support**

- Provide administrative support to GC and the GC team in relation to their advice and support to the NMC; helping the GC team to meet deadlines, update colleagues on progress and to work collaboratively with NMC in line with NMC values.
- Support the GC, GC team, LPSL and SSL in managing diaries and calendar invites, and events management, including planning meetings, training and other large and small events.
- Provide effective administrative support for meetings, training and other events by taking meeting notes, drafting effective agendas, action plans and effective and accurate written communications which align with NMC values.
- Support the LPSL with the delivery of the NMC's legal learning programme, including ensuring the legal community attends training and helping to draft and co-ordinate content for the NMC's legal community newsletter.
- Monitor email in-boxes where appropriate and ensure that key matters are brought to the attention of General Counsel and the GC team.
- Collate and coordinate data for the GC team, LPSL and SSL and provide a high level overview of the data where required.
- Facilitate the circulation and/or submission of papers, including project papers and papers to Executive Board and Council, as required.
- Provide effective support to GC and GC team in relation to 1:1 line management meetings and appraisals including sharing documents, drafting effective communications, diarising meetings and collating data.
- Support the GC team to manage its annual leave calendar and holiday cover, and communications within the team and to wider stakeholders in relation to this.

### **Supporting relationships**

- Manage and support effective communications within the GC team
- Help to maintain effective professional relationships with NMC internal and external stakeholders on behalf of GC and GC team, acting as a key point of contact for the team.
- Act as liaison between the GC team, LPSL and SSL and other teams within the P&OE directorate and wider NMC on all Executive Board and Council matters, corporate projects and programmes and in relation to the deployment of external legal services.

### **Invoicing and payments**

- Raise requisitions and payment orders in accordance with the NMC's invoicing processing system and procedures, keeping finance colleagues up to date with anticipated and actual GC team expenditure, keeping a clear and accessible record of invoices received and paid, and collating and recording feedback on work done.
- Manage and oversee GC and GC team expenses.

### **Relationships with external service providers**

- Support the GC team and wider NMC community in arranging and providing administrative support for meetings with external legal service providers and other key external stakeholders.
- Support the GC team in collating and providing feedback to external legal service providers on quality of work done.

### **Developing and maintaining GC team processes and “playbook”**

- Develop and maintain appropriate administrative processes in relation to the management of GC/GC team work, ensuring that all relevant information is filed and accessible to all relevant team members.
- Support the GC team in developing and maintaining a team “Playbook” and/or other work manuals, and to cultivating a high performance culture.
- Develop and maintain spreadsheets and other work planning tools, as requested by the GC, GC team, LPSL and SSL.

### **Standard responsibilities**

There are a number of standard duties and responsibilities that all employees, irrespective of their role and level of seniority within the NMC, are expected to be familiar with and adhere to.

- Comply at all times with the requirements of health and safety regulations to ensure their own wellbeing and that of their colleagues.
- Promote and comply with NMC policies including diversity and equality both in the delivery of services and treatment of others.
- Ensure confidentiality at all times, only releasing confidential information obtained during the course of employment to those acting in an official capacity in accordance with the provisions of the General Data Protection Regulation and the Data Protection Act 2018.
- Comply with NMC protocols on the appropriate use of telephone, email and internet facilities.

- Comply with the principles of risk management in relation to individual and corporate responsibilities.
- Comply with NMC policies and procedures as compiled on the organisation's intranet.

<b>DBS Status</b>	Enhanced check
<b>Does this role attract any special conditions, e.g. on call, other allowances?</b>	If yes, please indicate the allowance here

## Person Specification

<b>Job Title: Executive Assistant</b> <b>Grade: 4</b>	<b>To be identified by:</b> Application Form (A) Test/Assessment (T) Interview (I)
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<b>Knowledge, skills and experience</b>			
Exceptional organisation and diary management skills, including a strong ability to work proactively, use good judgement, problem solve, and plan time effectively	A/I/T		
Previous experience of providing executive support to a high performing team, including workflow management, prioritisation, planning, and monitoring of activity	A/I		
Good personal skills showcasing empathy and sensitivity, and ability to respond effectively to diverse groups of people, including senior executives, junior colleagues and external partners	I/T		
Advanced MS Office skills including Outlook, Word, Excel and PowerPoint	I/T		
Excellent written and oral communication skills including the ability to tailor style, language and format according to the audience, take effective notes and draft effective emails	A/I/T		
Ability to multitask, work to strict deadlines, and prioritise a regularly changing workload	A/I		
Ability to work effectively with, and present information to colleagues and senior management and executives, working across teams and keeping others informed	A/I/T		
Ability to maintain confidentiality and appropriately handle sensitive information	A/I		
Commitment to and understanding of the importance of equality, diversity and inclusion	A/I		
Good financial management awareness and experience of ability to manage finance systems	A/I/T		
Experience of and ability to build networks and work with stakeholders at all levels, both internal and external	A/I/T		