

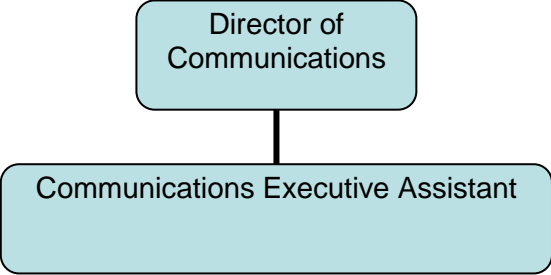
## Brand and Communications Executive Assistant

**Job purpose:** To provide high quality executive and administrative support to the Director of Brand and Communications in a timely and effective manner. The role holder will be required to have an overview and understanding of all the business activities of the Directorate.

### Key Accountabilities:

- Plan, manage and co-ordinate of the Director's diary and engagements, ensuring Director has the appropriate documentation for all engagements.
- Timely and appropriate management of all meetings, including all logistics and the arranging of all business travel.
- Ensure the Director is fully prepared for all meetings and discussions, reviewing papers in advance, highlighting the key points to be addressed and making recommendations for actions
- Prioritise incoming communications to the Director, initiate action and if appropriate deal with on own initiative, including confidential information.
- Effective and efficient handling of all correspondence and emails, including draft replies for the Director's signature and commissioning replies from the business.
- Provide coordination and administrative support to teams within the Communications Directorate.
- Mentor and support other administrative roles within the Directorate, providing guidance and developing effective systems and processes
- Gather information, briefing materials, papers on behalf of the Director.
- Create and update key corporate planning documents with information gathered from across the organisation eg weekly grid and annual planner
- Regular, effective engagement and strong communication of information to manage the relationship with other parts of the Law Society and external stakeholders.
- Manage the agenda for the management team meetings and advise on actions, chase progress against actions.
- Maintain the smooth running of the Director's office in their absence.
- Act generally as the point of liaison between staff, members and stakeholders.
- Manage and support ad hoc projects, as required.

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<p><b>Knowledge, skills and experience</b></p> <p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Educated to A Level or equivalent (at least).</li> <li>• Excellent communication, presentation skills, report writing and drafting skills</li> <li>• Ability to identify the key information/messages and be able to effectively communicate these/ Ability to understand, assimilate and analyse strategic information and business issues and communicate to others</li> <li>• High level of initiative, problem solving and decision-making skills</li> <li>• Ability to exercise sound judgement across a range of complex and diverse issues</li> <li>• Excellent organisation and planning skills; attention to detail and accuracy</li> <li>• Excellent ability to build and develop and maintain working relationships with other team members and with internal and external stakeholders</li> <li>• Excellent computer skills</li> <li>• Ability to multitask and work well under pressure</li> <li>• Able to demonstrate the ability to work flexibly and motivate others to do so, in times of change</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Ability to influence and negotiate</li> <li>• Action orientated, delivery focused and resilient, with a “will do” approach.</li> </ul>	<p><b>Organisational Chart</b></p>  <pre> graph TD     A[Director of Communications] --- B[Communications Executive Assistant]   </pre> <p><b>Planning &amp; Organising</b></p> <ul style="list-style-type: none"> <li>• Evaluate and apply judgement in deciding which matters need to be escalated to the Director and highlighted for his attention, and which matters they can deal with or delegate to others. Expected to use their initiative and make decisions, using own judgement to refer to the Director where necessary or in instances where it is inappropriate to act on their behalf.</li> <li>• Develop a thorough understanding and knowledge of the Director's role, his operational activities and key projects.</li> <li>• The role holder will be required to work effectively under pressure, and to deadlines, ensuring the Director is able to meet deadlines, complete tasks and is kept fully apprised of all relevant matters.</li> </ul>
<p><b>Dimensions</b></p> <ul style="list-style-type: none"> <li>• The Director is responsible for highly visible areas of the work of TLS and their office needs to function effectively under pressure and to deal with the conflicting demands of senior stakeholders both within and outside TLS.</li> <li>• Daily contact with people at all levels across TLS and with a range of external stakeholders, with Council members and officeholders</li> </ul>	

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