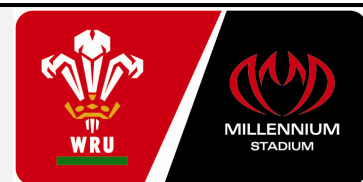


Job Description

Group Executive Assistant



JOB DESCRIPTION	
Job Title	Group Executive Assistant
Salary	Band 4 (£26,137 – £33,311)
Location	Millennium Stadium, Cardiff
Hours of work	Monday to Friday 9am – 5pm. Additional working hours may be required including evenings and event days.
Responsible to	Group Chief Executive
Responsible for	Group Office Administrator Group Receptionist
Contractual Status	Permanent, Full Time (subject to 6 month probationary period)
Role Summary	<p>The Executive Assistant will be required to provide confidential, professional high level administrative support to the Group Chief Executive, Chairman and President as well as ensuring that sufficient administrative support is provided to the WRU Executive Board.</p> <p>The Executive Assistant will also act as the Office Manager for the Millennium Stadium including the management of the Reception function.</p>
Key Relationships	<ul style="list-style-type: none"> • Group Chief Executive (GCEO) • Chairman • President • WRU Executive Board • Facilities Manager • Maintenance and Cleaning Manager
Key Responsibilities, Tasks and Activities	<ul style="list-style-type: none"> • Manage and provide a proactive high level confidential secretarial service to GCEO, Chairman and President, ensuring additional administrative support is provided to Heads of Departments across the WRU when necessary, including;-composing letters, drafting documents and carry out typing, minute taking duties as required. • Effectively manage the diaries and all meeting requests for the GCEO and Chairman. • Arrange international and domestic travel arrangements and administration as required. • Manage the Reception function to ensure that a professional customer focused service is provided at all times to both internal and external customers, including event days as necessary. • Direct line management responsibility for the Group Office Administrator and Group Receptionist in line with HR policies and

JOB DESCRIPTION	
	<p>procedures.</p> <ul style="list-style-type: none"> • Manage and coordinate all customer complaints that are received to ensure that a professional and timely response is provided. • Act as the Office Manager for the Millennium Stadium Offices (Westgate Terrace), ensuring that a professional, clean and tidy working environment is maintained at all times • Work alongside the Facilities Manager to assist with facilities management and health and safety awareness and compliance across the Office areas. • Manage suppliers and contractors for the maintenance of all office equipment and service areas including overseeing the stationery room and photocopy area to ensure it is running smoothly and is clean and tidy at all times. • Ensure that full administrative duties are provided for the Executive Board as required including; booking rooms, producing agendas, taking and transcribing confidential minutes of meetings, circulating appropriate papers and logging /updating action points accordingly. • Manage incoming email, post, expenses, purchase orders and telephone calls for the GCEO, Chairman and President and Executive Board as required. • Act as the point of contact for various VIP bodies who work in liaison with the WRU, whilst observing appropriate internal protocol. • Manage all files and systems within the department. • Devise, implement and improve administration systems and procedures to meet departmental requirements • Carry out any other general administration and assistant duties as required on behalf of the GCEO, Chairman or President.
Continued Professional Development	The WRU are committed to providing CPD for the successful candidate. We expect the successful candidate to undertake available training courses and research to enhance personal knowledge, skills and experience.

PERSON SPECIFICATION	
Experience	<ul style="list-style-type: none"> • A minimum of 5 years proven experience in a similar role/function within a professional organisation is essential. • Proven managerial skills • Office management experience including, facilities management and health and safety awareness. • Ability to demonstrate a high level of confidentiality and discretion at all times. • Proven experience in diary and email management for senior personnel within an organisation essential. • Strong interpersonal skills and relationship management. • Punctuality is essential.
Skills & Qualifications	<ul style="list-style-type: none"> • Educated to degree level in Business Administration or relevant subject • At minimum 5 GCSEs or equivalent including Maths and English. • Recognised Word processing qualification (to include typing speed of 50 w.p.m.)

PERSON SPECIFICATION	
	<ul style="list-style-type: none"> • Shorthand would be an advantage. • Excellent IT Skills, specifically Microsoft Word, Excel, PowerPoint and Outlook. • Ability to work on own initiative. • Excellent written and verbal communication skills are essential. • Ability to communicate verbally and in writing in any of the following would be highly desirable, French, Italian and, or Welsh. • NEBOSH or similar health and safety qualifications desirable.
Key Competencies	<ul style="list-style-type: none"> • Team work and personal impact. • Self motivation. • Managing the customer relationship. • Planning and control. • Attention to detail.
Other	<ul style="list-style-type: none"> • An understanding of individual responsibility in complying with the Health and Safety policies and arrangements.

Acknowledgement		
Employee Signature:	Name:	Date:
Line Manager Signature:	Name:	Date:

The job description is subject to change.