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**Job Title**: Senior Executive Assistant

**Department:** Executive Leadership Team (ELT)

**Reports to:** CEO Adviser

**Direct Reports:** None

**Location:** Hybrid**/**Mansfield

**Contract Type:** Permanent

**Main purpose of the job**

This role is central to the effective operation of the Chief Executive’s office, providing high-level executive support to the CEO and Executive Leadership Team (ELT). Working closely with the CEO Adviser and Research & Insights Manager, you’ll form part of a close-knit team that drives strategic priorities, high-level communications, and executive coordination. You’ll also collaborate regularly with the wider executive support team, directors, and Non-Executive Directors (NEDs), acting as a key point of contact to ensure alignment across the organisation’s leadership. With a focus on leadership, stakeholder engagement, and operational excellence, your ability to build strong professional relationships and maintain discretion will be essential to your success in this high-profile, fast-paced environment.

**Responsibilities**

**Specific**

**Executive Support to the CEO**

* Provide high-level executive support to the CEO, including proactive diary and inbox management (covering wider commitments and NED roles), action tracking, travel and accommodation arrangements, and oversight of expenses and the Government Procurement Card (GPC). Ensure appropriate delegation cover is arranged through statutory directors and action wider systems as approved by the CEO to support seamless operations.
* Triage and respond to correspondence and calls on behalf of the CEO, including high-profile stakeholders such as MPs and senior executives, ensuring timely and appropriate responses.
* Coordinate the CEO’s participation in meetings, site visits, and events by managing scheduling, briefings, travel, and follow-ups—ensuring the CEO has the right information at the right time to lead effectively.

**Stakeholder Engagement**

* Support the CEO’s engagement with ministers, elected officials, chief executives, and other strategic stakeholders by working closely with the CEO Office, Customer Team, and colleagues across the organisation. This includes arranging meetings, liaising with stakeholder offices, and managing timely, accurate briefings and correspondence.
* Work with the Procurement team and wider organisation to ensure tenders and contracts requiring CEO approval are reviewed and progressed efficiently, supporting effective governance.

**Internal Coordination and Communications**

* Plan and manage logistics and content for key internal engagement activities, including ELT Strategy Days, All Colleague Calls, and CEO Coffee Chats—ensuring smooth delivery and strong internal communication.
* Coordinate CEO comments and ensure timely dissemination of information to Directors’ Executive Assistants to support alignment and follow-through.

**Team Leadership and Collaboration**

* Take a senior role within the Executive Assistants’ team, leading on forward planning, process improvement, and operational efficiency. Chair weekly EA meetings, manage shared action trackers, and ensure consistent messaging from the CEO’s Office.
* Collaborate across the Executive Assistants, and Secretariat teams to build a resilient, high-performing support function—sharing knowledge, enabling cross-cover, and ensuring consistent delivery of executive support.

**General**

* Act in line with the behaviours and values of the organisation.
* Manage your own performance to be accountable for meeting individual, team and corporate objectives.
* Act in accordance with the Scheme of Delegation and ensure propriety and regularity in the handling of public funds.
* Actively demonstrate the Mining Remediation Authority’s customer service standards expected of your role.
* Follow and contribute to the improvement of operational and team processes and procedures.
* Assist with the preparation and delivery of the team’s objectives, budgets and financial records.
* Identify opportunities and implement change leading to team development, system improvement and ensuring good value for money.
* Maintain and develop positive stakeholder relationships in order to promote the Authority and assist it to meet its objectives.
* Support research and development projects.
* Ensure that the Authority’s statutory responsibilities are effectively discharged.
* Carry out any further reasonable requests from your line manager.

**Person specification**

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| **Job Title: Executive Assistant Department: Executive Leadership Team** |
|  | **Essential** | **Desirable** |
| **Experience and Knowledge** | * Excellent organisational skills, with the ability to work accurately to a high standard
* Resourceful, task focused, able to problem solve and prioritise to meet deadlines
* Advanced skills in MS Office with ability to support report writing, and produce accurate minutes
* Good time management skills and the ability to work to deadlines
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| **Skills and Abilities** | * Confident communicator, able to work at all levels across the organisation
* Positive team worker with the ability to work with others, across the organisation and externally, confidentially
* Ability to work at pace and with flexibility
* Approaches tasks with energy and enthusiasm – suggesting and implementing new ways of working
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