

Job Description			
Job Title	Executive Assistant	Job Family	Central Services
Reporting to	Chief Medical Officer	Job Code	
Location	Remote	Evaluation Date	
Job Purpose			
<p>To provide high-level administrative support to the Chief Medical Officer. This role involves managing calendars, organising meetings, handling correspondence, and assisting with projects. The EA is a key point of contact, facilitating communication and maintaining a focus on the Chief Medical Officer's organisational priorities.</p>			
Responsibilities			
<ul style="list-style-type: none"> • Calendar and Email Management: Schedule and coordinate meetings, appointments and travel for the Chief Medical Officer. Prioritise appointments as needed. • Manage and co-ordinate external and internal communications and act as a first point of contact; prioritising accordingly and ensuring appropriate action is taken. • Act as a point of contact between the Chief Medical Officer and Internal/External contacts. Draft, review and send communications on behalf of the Chief Medical Officer. • Meeting Support: Prepare agendas, take meeting notes, and follow up on action times. • Handle confidential documents, prepare reports and ensure timely processing of correspondence and records. • Anticipate the needs of the business and proactively manage tasks and resolving issues that may arise. • Build and manage relationships with all key internal and external contacts, to ensure needs and requirements are being met. • General administrative support where needed 			
Information			
<ul style="list-style-type: none"> • Shared responsibility for the confidentiality, security and accuracy of records, data and information. Ensuring good quality documentation, which meets the regulatory guidelines and statutory requirements. 			
Knowledge / Education / Skills			
<p>Proficiency with Office software such as PowerPoint, excel and Microsoft Teams. The right candidate will have the ability to manage multiple tasks simultaneously, prioritise effectively and ensure deadlines are met. Comfortable working in a fast paced environment.</p>			
Experience			
<p>Proven experience as an executive assistant or in another administrative role</p>			
Communication			
<p>Strong verbal and written communication skills, paying attention to detail. Ability to handle sensitive information with confidentiality and professionalism.</p>			
Working Environment			
<p>Remote work, with occasional travel where needed e.g. conferences, meetings</p>			
Safeguarding			

All Priory colleagues have a responsibility to safeguard the individuals we care for, these may be adults and children or individuals connected to the people Priory supports. Colleagues must ensure they are aware of the local child and adult safeguarding policies and procedures in their service, in addition who to contact within the Local Authority Safeguarding Team for further advice.

All colleagues are required to attend safeguarding training appropriate to their role and to undertake additional training in associated areas.

Upholding Company Behaviours

This provides some guidance on the types of conduct to support the Company Behaviours

Behaviour	Evidence
Putting people first - we put the needs of our service users above all else	<ul style="list-style-type: none"> • Strives to ensure every colleague is able to make a positive and lasting difference to our patients, clients and residents and their families • Actively seeks to develop the potential of every service user and staff member
Being supportive - we support our colleagues, our service users and their families when they need us most	<ul style="list-style-type: none"> • Celebrates success and supports colleagues through difficult times • Demonstrates loyalty to colleagues, manager and team
Acting with integrity - we are honest, transparent and decent. We treat each other with respect	<ul style="list-style-type: none"> • Is honest and respectful in all interactions with colleagues and customers • Demonstrates emotional control • Ensures accurate recording of any transactions and interactions on all company documentation • Challenges poor performance and behaviours
Striving for excellence - for over 140 years, we have been trusted by our service users with their care. We take this trust seriously and constantly strive to improve the services we provide	<ul style="list-style-type: none"> • Always puts service quality first • Shares and encourages innovation • Keeps on top of new developments in the sector
Being supportive - we support our colleagues, our service users and their families when they need us most	<ul style="list-style-type: none"> • Promotes the company in a positive way at all times • Strives for positive outcomes, especially when times are challenging