

Job description

Executive Support Officer

Immediate team	Communications and Engagement
Service team	Corporate Services
Line manager's job title	Senior Executive Support Officer
Number of direct reports	0
Salary and grade	£33,565 per year, Grade 4
Duration of role	Permanent
Hours per week	37
Location	The designated office base is Abbey House, Abingdon. The councils operate in a truly flexible, and hybrid way where the focus is on outcomes not where you work.
Employing council	South
Probationary period	Six months
Notice period	One month (G1-8)
Annualised hours apply	Yes
DBS check required	No
Date job description updated	March 2026

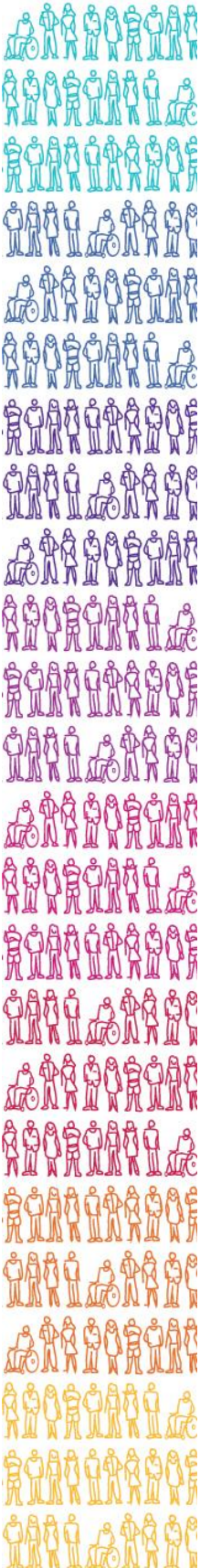
About the role and what we're looking for

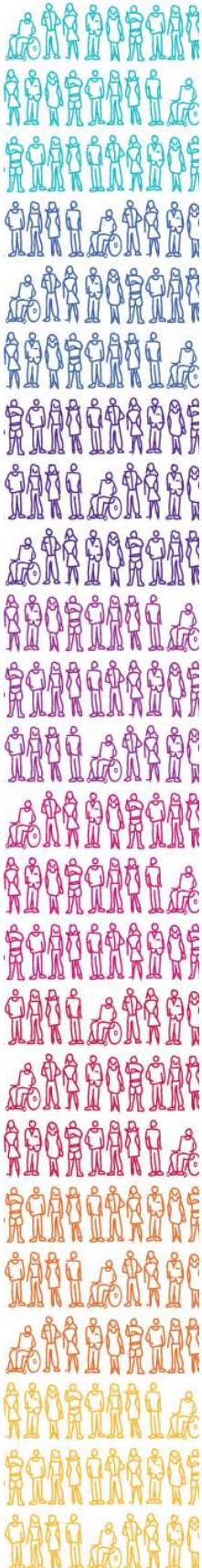
Job purpose

To provide high quality daily support to the Leaders and the Chairs of the councils, the Chief Executive and their deputies (the executive team). Enabling them to ensure the successful delivery of the council's activities, effectively represent the councils and maintain productive relationships with key stakeholders internally and externally.

Main duties and responsibilities

- Supporting the Senior Executive Support Officer Diary and inbox management and booking of appointments for the executive team.
- Diary and inbox support for the council Leaders and Chairs if and when required, and support for the Chairs attending civic functions on behalf of the councils.
- Arrange and manage fundraising civic events, functions and dinners hosted by the Chairs to formally represent the councils.





- Arranging meetings as required, including minute-taking, catering and document packs as necessary.
- Managing correspondence for the executive team, logging enquiries, redirecting to or gathering information from other teams and ensuring responses are sent promptly. This will include preparing responses to FOI requests and complaints on behalf of the executive team.
- Provide telephone cover, redirecting calls to other teams as necessary to make most effective use of the executive team's time.
- Draft documents, presentations and reports for the executive team (including collating and interpreting information from all departments across the council).
- Provide ad hoc cover for the Business Support officers as requested, including raising, coding purchase orders and invoices on occasion.
- Potentially act as DSE assessor and/or Fire Warden for the service. Undertake all such duties and responsibilities commensurate with the nature of the post as determined by the manager, team leader or executive team.
- Contribute to the achievement of both councils' overall objectives by aligning work with their identified priorities.
- Promoting a positive image of both councils at all times displaying the conduct, behaviour and values expected of all councils' employees.

The duties may vary from time to time without changing the nature of the post or the level of responsibility and the post holder may also be required to carry out any other duties appropriate to the grading of the post.

About you

Your essential qualifications

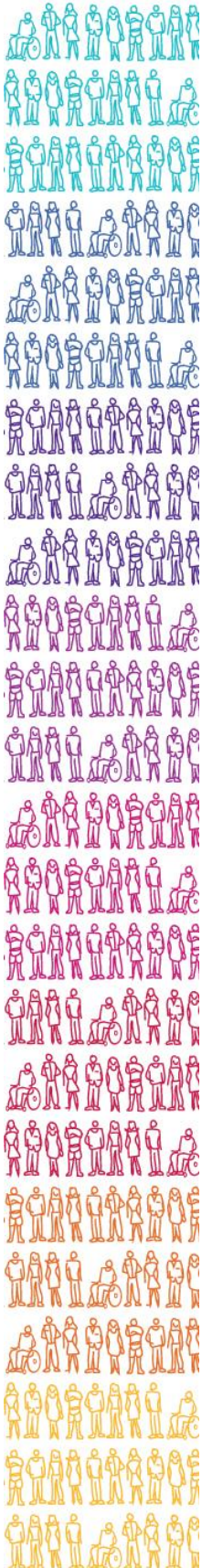
1. A relevant professional qualification or demonstrable vocational experience in this field

Your essential skills, knowledge and experience

2. in-depth knowledge and experience of the duties and responsibilities within this role
3. excellent IT skills, especially MS office (Outlook in particular)
4. well-developed written and verbal communication skills
5. local government experience (preferred, not essential)

Your style and behaviours

- a 'team player' attitude.



- a strong sense of accountability and responsibility.
- the ability to communicate in a clear manner, seeking the views and opinions of others.
- the ability to pre-empt, identify and resolve problems and needs for the team you support.
- prepared to change work plans/priorities in the short and medium term to fit in with organisational needs as they change.
- approachable nature, with good listening skills and the ability to generate trust and confidence quickly through your actions.
- high standards of both personal and professional ethics and credibility, helping ensure you demonstrate all our visions and Values at all times.
- awareness of own strengths and weaknesses and willingness to addressing areas through development.
- high levels of political awareness and understanding of the different roles of elected politicians and council staff.
- exemplary levels of tact, diplomacy and confidentiality when dealing with sensitive and high-profile issues.
- personal resilience.

Work related requirements:

This role has been identified as public facing in accordance with Part 7 of the Immigration Act 2017; the requirement to fulfil all spoken aspects of the role with confidence in English applies.	No
Politically sensitive post	No
DBS check required	No
Full driving licence and use of a car for work	No
This role requires you to drive a company vehicle for work	No

About us

Our Vision

We are customer focused and approachable. We are honest and open and are committed to providing high quality cost-effective public services.

Our Values



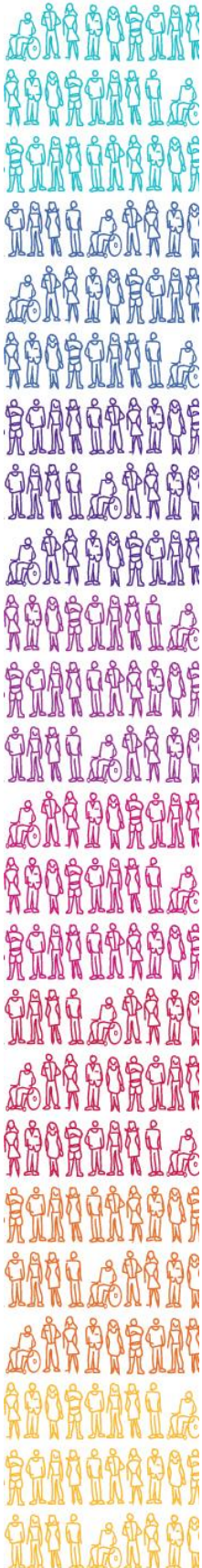
Working Together

We are a committed professional team, who embrace change and help one another improve



People and Planet

We care about each other and the environment we share



Respect

We act with integrity, and champion diversity and inclusivity



Accountability

We take ownership, do what we say, strive for clarity and welcome feedback



Approachability

We are open, honest and accessible

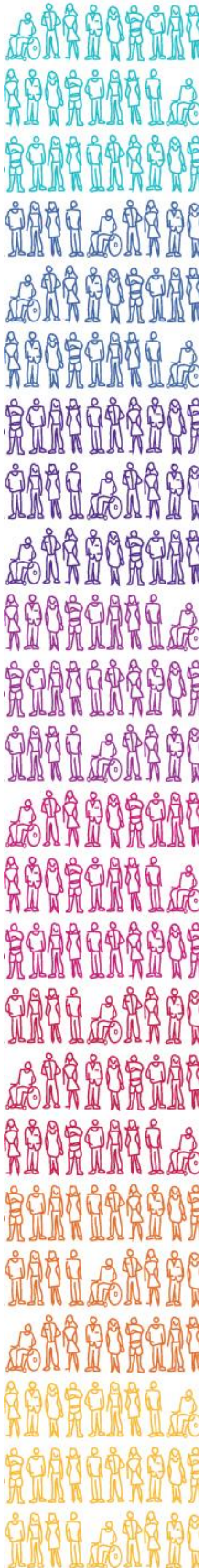
Our vision and values are important to the councils, and we expect you to support them and embed them in the way we work.

The benefits we offer

- A basic 26 days **annual leave** per annum, rising to 31 days after five years. You also have all the bank holidays to look forward to and time off between Christmas and New Year.
- **Flexible working and annualised hours** – a flexible approach to work that our employees love!
- **Salary pay awards** – most jobs give scope for a pay increase after six months or the following April (depending on your start date) and we also review salaries each April.
- A generous career average **pension** scheme which includes life insurance of three times your salary
- The opportunity to **purchase a bike** through Cyclescheme (cheaper than directly through a store) so that you can cycle to work!
- Various schemes to **keep you healthy** (reduced gym membership, free swims, free eye tests for DSE users and more)
- We give you two days per year to **volunteer** within the local community.
- A range of resources, support, and activities to help you maintain your **wellbeing** including a monthly wellbeing hour in addition to annualised hours (the ability to work flexibly as long as, over the course of the year, you complete your contracted hours) and annual leave.

How to apply

Having read about our role if you have any questions please email Andy Roberts at Andy.Roberts@southandvale.gov.uk



If this job excites you please complete our online application at <https://myrecruitment.southandvale.gov.uk/>

We look forward to hearing from you.