



Health Innovation
Yorkshire & Humber

**Transforming Lives
Through Innovation**





Executive Assistant Recruitment Pack

including Job description and Person Specification

If you want to make a difference in Yorkshire and the Humber – and beyond – you have come to the right place. We need determined and passionate people to work with us to deliver our wide range of programmes. We want people who look at our values and think
.....yes, that's just where I want to be!

We use our skills, knowledge, networks and relationships to understand the system and patient needs locally and regionally. We develop projects, programmes and initiatives that reflect the diversity of our local population and its healthcare challenges.

You'll be joining a committed and high performing team that focuses on patient outcomes and supporting the people of Yorkshire and the Humber. We are committed to creating and sustaining a positive and inclusive working environment for all our employees to ensure our work and our workforce represents the communities we serve.





How To Apply

This is a full-time, permanent post.

If you are interested in the role and meet the requirements in the person specification, please apply by sending **a CV and a 1 page covering letter** explaining why the role interests you and why you want to work with us.

The CV and covering letter should be emailed to hr@healthinnovationyh.com no later than 12 noon on Friday 4th September.

Late applications will not be accepted.



Our values

Our values are the things that we hold dear and are important to us, reflecting how we work and who we are collectively. Through our behaviours, we apply these values internally to create a supportive and innovative culture and enable high impact collaborations with external partners and stakeholders.



Stronger Together

We're confident in the results we can achieve when we're united with our colleagues, stakeholders and partners.

We are: **Connected, Trusting and Honest partners**



Always Learning

Every day's a school day. We constantly develop ways to excel and work tirelessly to build our expertise.

We are: **Switched-on, Improvers and Grafters**



People People

We love catching up for a cuppa and a natter but, more than that, we're curious to learn more about other people's perspectives.

We are: **Caring, Inclusive and Open-minded**



Energetic Pioneers

We find new things and ideas that can make a difference to the health and prosperity of our region. This is what gets us out of bed in the morning.

We are: **Adventurous, Passionate and Resourceful**

Purpose



**Transform lives
through innovation**



Vision

**Improve the health and prosperity
of our region by unlocking the
potential of new ideas**

5-year mission



Our knowledge,
skills, and expertise
will demonstrate that we
are world leaders in unlocking
innovation to address current
and future health, economic,
and societal challenges.



Our 5-year strategic aims

Our strategic aims provide direction and focus for us as an organisation, supporting progress towards our mission. They provide greater detail on the 5-year ambition of the organisation, whilst providing a framework for decision-making and resource allocation.



Strengthening our foundations

Investment in our future starts at our heart. By continuing to invest in, and develop our people's skills and leadership, we will be equipped for further growth.



Enhance our role and reputation

We hold a unique role as trusted thought leaders with global reach. We'll use this position to drive lasting change and improve life outcomes by empowering our communities.



Be fit for the future

We will ensure our ways of working are innovative, agile, and continually challenge the status quo. We will equip ourselves to better identify and respond to societal challenges of the future.



Foster connections

Our continued commitment to collaboration will strengthen strategic partnerships for the benefit of our population. We will ensure visibility of our work and its impact to foster advocacy and grow new business.



Grow our region

We will lead the way in promoting Yorkshire and the Humber and its assets to create a thriving, globally-connected innovation ecosystem. We commit to growing and diversifying our role to accelerate economic growth and prosperity, recognising our own success contributes to the region's success.



What we give:

- Salary £39,194 per annum
- Flexible and agile working – hybrid working between home and office plus other locations as required
- 25 days holiday + statutory days
- 3 extra days to take between Christmas/New Year bank holidays
- Holiday buy-back scheme via salary sacrifice
- Contributory matched pension (up to 10%)
- Learning and Development opportunities
- Wellbeing programme
- Employee Assistance Programme/Mental Health First Aiders
- Electric Car Scheme





Overall Purpose of Role (Summary)

The Executive Assistant holds an important role, having the responsibility for managing the Chief Executive Officers full portfolio of work. Doing what it takes to enable the CEO to work efficiently and effectively, and to achieve their own goals by helping the CEO and team achieve theirs.

The post holder will have direct responsibility for handling multiple and complex programmes of work and relationships on behalf of the Chief Executive and the CEO team. This highly complex and strategic role requires effective planning and coordination to understand and manage the Chief Executive's priorities.

This role equally requires outstanding interpersonal skills and a highly creative and instinctive approach to handling challenges to the realisation of the organisation's objectives

This is a facilitative role that requires a combination of focus and flexibility, as well as a willingness to play an active, behind-the-scenes role. The ability to see in advance what the Chief Executive needs and plan accordingly, understanding what is critical to the CEO's success.

The role requires a highly resourceful individual with strong emotional intelligence, self-motivation, integrity and willingness to support the needs of the CEO, his executive team and the Health Innovation Network's interests.

The Executive Assistant will be exposed to lots of confidential information. Therefore, it is critical that the postholder maintains confidentiality, has integrity and a sense of discretion.

Key Duties and Responsibilities

- Support the Chief Executive and Head of Business Management in ensuring the completion of day-to-day duties
- Oversee daily CEO Office operations collaborating with senior management and Stakeholders, performing an array of administrative tasks from managing calendars, generating correspondence, maintaining filing systems, planning and coordinating corporate meetings schedules.
- Work with the Chief Executive and the CEO Office Team with collective responsibility for delivering and administering all work associated in the fast paced environment, to ensure achievement of personal, team and organisational objectives.





- Support with necessary preparation ahead of Board meetings and sub-board committees; management of meeting times etc. collating papers, taking minutes
- Extensive diary management for the Chief Executive Officer including the management of schedules, appointments and travel arrangements
- Building and maintaining excellent relationships with internal and external stakeholders
- Managing the Chief Executive Officer's inboxes, assessing, prioritising and determining the proper course of action. Including the drafting and sending emails on behalf of the CEO where appropriate
- Receiving calls on behalf of the Chief Executive Officer, taking messages or redirecting them when appropriate
- Detailed meeting preparation to ensure the CEO is prepared with briefings, background information, venue details, travel, parking etc.
- Researching external partners prior to meetings and providing detailed and accurate written or verbal briefs to the Senior Team
- Meeting set up, preparation, co-ordination of attendees, collation and distribution of agenda, reports and other associated documentation
- Prepare and edit general correspondence, communications, presentation and other documents
- Conserve Chief Executive Officer's time by reading, researching and managing routine correspondence including drafting letters and documents
- Attend internal and external meetings where required, including note taking and recording, following up and carrying out actions
- Maintain and develop current processes and coordinate organisational procedures for optimised efficiency and productivity
- Gather appropriate questions and content for drafting and distributing report papers and agendas
- Monitoring of meeting notes and e-mails to identify specific action points, where possible to support the delivery of the actions to accelerate response time and keep the messages and tasks moving to completion.
- Additional day to day administration support, preparation of reports, presentations, information packs etc.
- Completion of monthly expenses and fuel claim documentation, collation of receipts with company credit cards.
- Liaise with other members of staff, including but not limited to, PA's, SLT, SLTx and the rest of the organisation, to facilitate organisational effectiveness
- Take a role in the organisation's administration service including answering the phone, dealing with visitors, and general day-to-day activities





Education and Professional development

- Take every reasonable opportunity to maintain and improve professional knowledge.
- Develop own skills and knowledge and provide information to others to help individual and team development.
- Participate in personal objective settings and review, including a personal development plan.

Special Requirements

- You may on occasion be required to work irregular hours in accordance with the needs of the role.
- You may occasionally be expected to travel across the region, London and other locations to meet with members of the AHSN team, stakeholders and others.

Health and Safety

- Ensure that you remain compliant with health and safety regulations and accepted safe practice at all times. Report any health and safety issues or contraventions witnessed anywhere within the business to your Manager or in their absence a Director.
- Work efficiently and responsibly within all areas of the Company in a safe manner sharing good practice with colleagues.

General

- You will contribute to continuous improvement of working practices.
- You will comply with all policies and procedures within the Company.
- Carry out all duties with regards to and ensuring equal opportunities and work with all employees within the Company in the fulfilment of our aims and objectives.





Person Specification (unless stated otherwise, the specifications are essential)

Qualifications

- Degree level education or equivalent experience

Knowledge & Experience

- Significant experience of assisting and supporting at a high level within an organisation
- High-level of proficiency on all Microsoft Office systems and evolving management systems.
- Strong attention to detail and accuracy and the ability to consistently work at a high-quality standard in a fast-paced environment
- Demonstrable ability to interact professionally with high profile stakeholders and leaders
- Ability to manage and influence CEO's commitments to create the most efficient work patterns and travel requirements

Qualities and abilities

- Excellent communication skills
- Excellent attention to detail
- Excellent written and verbal communication skills, and the ability to present the business effectively and persuasively to a range of stakeholders.
- Ability to manage and prioritise a varied workload, working under pressure to meet tight deadlines.
- Willingness to attend learning and development opportunities to enhance skills
- Accepts accountability for results
- Responds positively to change, ambiguity, adversity and pressure
- Thinks clearly and logically to find creative solutions
- Ability to utilise new digital technologies and solutions to increase efficiency

Personal Characteristics

- Have a passion for the work we deliver and resonate with our values - [Our Values](#)
- Committed to diversity, equality and inclusion





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- Shows resilience and maturity in approach
- Dynamic, energetic and resourceful
- Professional and organised approach
- Proactive and results orientated

Other

- Ability and willingness to undertake occasional travel within the region and the UK
- Driving licence and use of car (desirable)

