

**UK SPORT**  
**JOB SPECIFICATION**



<b>JOB TITLE</b>	<b>Executive Assistant to Director of Performance</b>
<b>TEAM</b>	<b>Performance</b>
<b>REPORTS TO</b>	<b>Director of Performance</b>
<b>GRADE</b>	<b>3</b>
<b>TEAM DIRECTOR</b>	<b>Director of Performance</b>

**JOB PURPOSE**

To provide administrative, project and personal support to the Director of Performance to enable maximum productivity and efficiency in achieving the Directorate's objectives. To work with other Line Managers to co-ordinate Business administration across the Performance team to maximise use of resources.

**KEY RESULT AREAS**

**Diary and Inbox Management**

- Proactively managing all aspects of the Director of Performance's diary and programme of activities. Includes prioritising internal and external appointments, monitoring and actioning emails / correspondence, the provision of all travel arrangements home and abroad, meetings, lunch catering and other functions as required.

**Administration**

- Chairing Senior Management Team (SMT) weekly meetings, coordinating meeting dates, logistics, preparing and circulating papers, minute taking and following up on any relevant action points.
- Supporting the Director where required in financial, legal and HR matters including legal contracts and grant payments.
- Assisting Director in prioritising workload, collating information, chasing late returns, distributing documents and screening written and email correspondence and calls.
- Maintaining Director's electronic and manual filing system and archives.
- Supporting Director with financial management of a significant annual budget and managing the financial planning for the performance office operational budget of circa £100k.

- Preparing reports, discussion documents, correspondence and key communications to stakeholders on behalf of the Director of Performance.
- Organising and implementing Directorate meetings and activities.
- Managing communication of corporate messages across the wider team.

### **Project and Process Functions**

- Leading and coordinating the Tokyo Cycle SMT operational activity, including overseeing the Performance Directorate Mission Control process.
- Contributing to the UK Sport project management process as required.

### **Business Support co-ordination**

- Coordinating Business support resources across 7 strategies and over 50 members of the Performance team.
- Managing and coordinating the recruitment of temporary staff and administrative line management of these staff.
- Contributing to the development of new and improved policies, procedures and practices within Performance and where required other teams.
- Maintaining and delivering induction presentation to all new UK Sport staff.

### **Relationships**

- Develop highly effective and engaging relationships internally within UK Sport and with key external stakeholders, in order to facilitate the work of the Director of Performance.
- Liaison with various level personnel from international and national organisations including Home Country Sports Councils and Institutes, National Governing Bodies, BOA/BPA, LOCOG, Government and the media.
- Maintaining close internal relationships with other Executive Assistants providing cover as appropriate during periods of leave.

### **KEY INTERNAL AND EXTERNAL CONTACTS**

- Director of Performance
- Deputy Director of Performance Services and Performance Projects Lead
- Heads of Function, i.e. Head of Performance Pathways, Head of Performance Advisors, Head of People Development.
- Executive Assistants
- Wider UK Sport team members, Finance, HR, Legal, IT, Communications.
- Key personnel in WCP Programmes, EIS, Sport England
- HCSC and HCSIs
- Government and the media
- Chair, Chief Executive & Board Members
- External suppliers/Contractors

**GENERAL**

Working hours are 36 hours a week however flexibility towards hours worked is required

Based in UK Sport London Office

Some travel may be required to attend meetings to take minutes

This job specification is not to be regarded as exclusive or exhaustive. It is intended as an outline of the areas of activity and will be amended in light of the changing needs of the organization.

## COMPETENCIES – Executive Assistant to Director of Performance

### TECHNICAL COMPETENCIES

#### Essential

- Minimum 5 years' experience in a PA / Executive Assistant role at similar level
- Educated to A Level standard or equivalent
- Able to handle multiple tasks and confidential issues/material as well as communicate effectively with senior executives
- Ability to use own initiative to identify and manage own work load
- Experience of managing and prioritising administrative workload and processes in a fast, high performing environment
- Strong written, oral and inter-personal communication skills.
- Highly IT literate with knowledge of Word, Excel and PowerPoint.
- Experience of minute taking, preparing documentation and coordinating meetings.
- A good level of influencing skills and experience of relationship management
- Ability to adapt quickly to meet the demands of the business
- Ability to think on your feet together with the aptitude to work under minimal supervision in the absence of the Director of Performance

#### Desirable

- Educated to Degree level
- An interest in sport is desirable

**Please note that due to the nature of the role it is vital the job holder demonstrates sensitivity and discretion at all times and appreciates the requirements to maintain and protect the confidentiality of the information they will have access to.**

### JOB RELATED COMPETENCIES

#### Communication

Clearly conveying information and ideas through a variety of media to individuals or groups in a manner that engages the audience and helps them understand and retain the message.

#### Initiating Action

Taking prompt action to accomplish objectives; taking action to achieve goals beyond what is required; being proactive.

#### Work Standards

Setting high standards of performance for self and others; assuming responsibility and accountability for successfully completing assignments or

tasks; self-imposing standards of excellence rather than having standards imposed.

**Decision Making**

Identifying and understanding issues, problems, and opportunities; comparing data from different sources to draw conclusions; using effective approaches for choosing a course of action or developing appropriate solutions; taking action that is consistent with available facts, constraints, and probable consequences.

**Continuous Improvement**

Originating action to improve existing conditions and processes; using appropriate methods to identify opportunities, implement solutions, and measure impact.

**Lives the Mission and Values**

Knows and understands the mission and values; operates within the values on a daily basis; understands and can explain how their role contributes to the mission; gives input to discussion and feedback within the values.