



**Evidence.
Ideas.
Change.**

Application pack

Executive Assistant

Ref.: DIR/05/19

Location: London

Closing date: Sunday, 24 March 2019

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ODI is an equal opportunities employer.

The Overseas Development Institute is a Charitable Company limited by guarantee:
Charity No: 228248. Registered in England and Wales: Company No: 661818.

Candidates are strongly advised to study ODI's activities and objectives before completing an application form. Further information can be found on odi.org.

An introduction to ODI

Who we are

ODI is an independent, global think tank, working for a sustainable and peaceful world in which every person thrives. We harness the power of **evidence** and **ideas** through research and partnership to confront challenges, develop solutions and create **change**.

ODI has around 240 staff, two-thirds of whom are researchers with the remainder providing a range of communications and professional expertise.

What we do

- We undertake cutting-edge research and analysis to generate evidence, ideas and solutions.
- We act as trusted, expert advisers to those making change around the world.
- We bring people together to turn ideas into action.
- We communicate our work around the world to increase its reach and impact.

Our guiding principles



We are **independent** and trusted: established in 1960, ODI is non-partisan, non-profit and evidence-driven. Our independence is the cornerstone of our credibility. It allows us to develop fresh ideas, challenge orthodoxies and take the risks we need to succeed.



At a time when the world is faced with complex dilemmas, **innovation** will be essential to finding, testing and scaling bold ideas and solutions. We will be increasingly innovative in the ways in which we bring people together, communicate ideas and increase our influence.



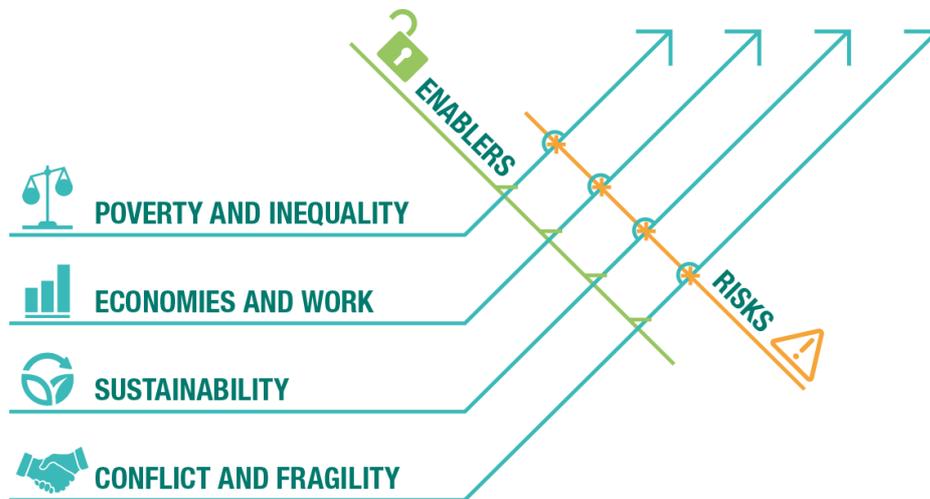
We are a **global** organisation, with staff, partners and ODI fellows in 50 countries around the world. The changes we seek require local knowledge, new relationships and perspectives, and credibility with decision-makers at both the national and international levels. We will therefore strive to broaden where we work in the world, as well deepen and strengthen our links with who we work with, especially at country level.



ODI exists to have real **impact** for those who need it most. This is at the centre of our thinking about what to do, where to go and how we measure our success.

Our work

Our work addresses four key global challenges, and explores the tools and approaches needed to enable progress and address risks.



Our values



Independence

Our work is independent from our funders. Staff are able to challenge donor thinking and policy and the wider development consensus.



High quality

We ensure best practice, innovative approaches and continuous improvement in our research, policy advice and public affairs.



Fairness, diversity and equality

We treat all staff and partners fairly and with respect.



Working together

We continuously try to foster better relationships throughout the organisation. We believe that by working together in a supportive environment, we will achieve more and have greater impact.



Transparency and accountability

We report openly on our use of public funds, and fully communicate our work to our donors, research subjects and partners.



Sustainability

We use resources in a sustainable way, conscious of our impact on the environment.

Job description

Job Description	
Job title:	Executive Assistant
Department/group:	Secretariat and Governance
Responsible to:	TBC

Purpose of job

This is a truly exciting role where you will support the ODI Executive Director (ED) and work closely with a Senior Leadership Team (SLT) of six. We are looking for an Executive Assistant with exceptional secretarial and organisational skills to provide professional support.

You will need to thrive in a high paced environment and be slick in your approach with proven experience working in a demanding work place. The role has a heavy focus on diary management, scheduling, correspondence handling and extensive international travel booking. The role requires a flexible, pro-active approach to work and you must have the ability to prioritise and re-prioritise to achieve successful outcomes.

Your Duties will include:

- To proactively coordinate external contacts on behalf of the ED, working with the their very senior contacts and co-ordinating the ED's external affairs diary.
- To facilitate the ED in fulfilling their key internal responsibilities, ensuring that they are able to effectively discharge their leadership and management duties and that they are well informed of processes and events.
- To work with the SLT to ensure effective preparation and planning of SLT meetings and tracking implementation of decisions. You will be the key liaison point between the senior managers.
- To help project manage the ED's research work, ensuring timely delivery and accurate reporting. You will enjoy being the go to person and taking on extra projects.
- To work with the Director of External Affairs and other senior colleagues to agree priorities on internal and external engagements.

Main duties and responsibilities

Supporting the Executive Director - external

- Represent the ED to external contacts and visitors by providing high quality and professional office hospitality.

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- Proactively support the ED in managing ongoing relationships with senior external contacts ensuring that communication is timely, effective and that the tone of correspondence is appropriate.
 - Effective project management and administrative support of various projects undertaken by the ED, managing deadlines, contracts and financial reporting etc.

Supporting the Executive Director - internal

- Support the ED and facilitate their role by managing their diary, ensuring long term strategic items are well planned, as well as managing the ongoing reactive workload in line with their expectations and needs.
- Think well ahead and ensure that the ED is prepared for all meetings, briefing them in advance, preparing presentations and providing information as required.
- Organise the ED's travel, ensuring compliance with ODI's travel security policy (creating detailed itineraries, ensuring a Travel Risk Assessment is undertaken, booking transport and accommodation and processing claims for expenses).
- Assist the ED in fulfilling their internal management role by proactively managing needs and expectations across the organisation, overseeing the timely completion of their HR responsibilities, preparing them for management meetings and supporting them in delivering annual planning, etc.
- Ensure that the ED fulfils their commitments to internal communications, drafting text where appropriate and helping compile the ED Weekly Updates to staff.
- Prioritise emails and correspondence for the ED, dealing with them directly where possible and taking responsibility for preparing and following up items that need to be handled by the ED themselves.
- Organise and maintain effective filing systems for the ED.
- Co-ordinate the planning, running and follow up of key internal events and meetings, working with communications colleagues, to coordinate the ED's media activities.

Supporting the corporate life of the Institute

- Contribute to internal knowledge management by updating the relevant ODI intranet and pro-actively developing new or revised knowledge management systems as required.
- Provide appropriate information and resource materials and ensure information on the shared drive covering Secretariat and Governance functions is comprehensive and in an easily accessible structure.
- Become an informed key contact on behalf of the ED in relation to all activities across the organisation.
- Assist with cross-team/department initiatives as required.
- Manage relevant central budgets, processing invoices and expenses and monitoring expenditure against budget. Provide occasional support to the Company Secretary.

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- Provide additional support to those within the Central team when required, including providing cover for the Company Secretary.

Senior Management Support

- Manage the activities and administration of the SLT and Management Group.
- Organise SLT meetings and Management Group meetings, including preparation of agenda, papers and minutes, booking venues, pre-meeting briefings and noting action points and following them up - in discussion with the ED and where appropriate the Company Secretary.
- Assist with the ongoing management of SLT performance against commitments in a transparent and efficient manner.

Person Specification

Essential

Knowledge and qualifications

- Education to at least degree level
- Excellent command of written and spoken English

Experience:

- Significant experience of working as a personal assistant
- Experience of electronic diary management
- Experience of working under pressure to meet tight deadlines
- Experience of providing an administrative support at a senior level
- Experience of dealing with colleagues at a senior level
- Experience of senior level meeting minute taking (desirable)
- Experience of committee management (desirable)
- Some experience in or knowledge of international development (desirable)

Skills/Abilities:

- Excellent organisational skills with the ability to manage a complex work programme independently
- Self-motivated and resourceful with engaging personality and a can do attitude who is not afraid of working with some ambiguity on occasions
- Exceptional interpersonal and communication skills (both written and verbal), including the ability to successfully network, build relationships and collaborate with a range of internal and external contacts.
- Ability to assimilate large quantities of written and verbal communication quickly and produce accurate, timely minutes.
- Excellent attention to detail, including proof reading skills, with the ability to maintain a high level of accuracy
- Demonstration of the ability to work under pressure and to tight deadlines without any loss of service level or professionalism.
- Ability to deal with sensitive information with discretion and to maintain confidentiality at all times

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- IT skills to a high standard (Word, Excel, PowerPoint and Outlook)
 - Experience of intranet (SharePoint)
 - Completer/finisher, able to see a task through to completion, thinking laterally and with initiative where required
 - Ability to respond effectively to quickly changing circumstances and prioritising work loads
 - Logical, methodical
 - Professional with a good level of presence
 - Effectively manage own time, resources and plans to achieve maximum efficiency and productivity

Positive attitude towards working flexibly, including being open to occasional out of hours working or working different hours if the ED is working in a different time zone.

All staff are expected to:

- Positively support equality of opportunity both within ODI and externally
- Help maintain a safe working environment and take responsibility for own and colleagues' Health and Safety
- Undertake such other duties within the scope of their post as may be requested by their Manager

Application process

ODI job site: <https://jobs.odi.org.uk>

Closing date: The closing date for receipt of applications is midnight, UK time, on: **Sunday, 24 March 2019**

Expenses: It is our policy to only support the travel expenses to attend an interview for those who are travelling from outside the UK. Please contact the HR Department to discuss this and to ensure their approval prior to booking.

Terms of employment

Location: ODI is based at 203 Blackfriars Road, London SE1 8NJ, UK

Salary: £33,988 - £40,574 per annum on ODI's pay structure. Starting salary will be dependent on qualifications and experience, and subject to review.

Salary will be payable by equal monthly instalments (half in advance, half in arrears) on the 15th day of each month.

Hours: 09:30–17:30, Monday to Friday, 35 hours per week.

Contract: Permanent All contracts of employment are subject to a three-month probationary period.

Leave: 25 days per annum, plus statutory holidays and 3 days' paid leave for the office closure during the Christmas and New Year period. Maternity, paternity, adoption and parental leave. Full-pay sick leave after a qualifying period.

Pension: The Institute offers a contributory pension scheme with the Superannuation Arrangements of the University of London (SAUL). www.saul.org.uk

Union: ODI recognises UNITE and all staff have the right to become members.

Additional benefits

Loans: The Institute offers an interest-free season ticket loan on completion of probationary period.

Cycle to Work Scheme: Save up to 42% on the value of a bike and accessories for commuting, and pay monthly through your salary.

Learning and development: ODI offers a comprehensive Learning and Development programme, with training available to all staff at all levels in a range of skills areas.

Career progression: ODI provides biannual career progression opportunities to all staff, whether through our researcher career progression (promotion) route or through our non-researcher career development route.

Employee assistance programme: Confidential Health and wellbeing support.

Flexible working options: Support in maintaining a healthy work-life balance.

Maternity, paternity and adoption leave: Enhanced pay for eligible employees after a qualifying period.

Relocation: Assistance is available towards employees who have been recruited from a place outside the UK.

Other information

ODI is based at: 203 Blackfriars Road, London, SE1 8NJ.

Our offices are close to a wide range of cafes and bars, and to Waterloo, Waterloo East and Southwark stations. There are good transport connections to all parts of London.

ODI is within easy walking distance of South Bank Concert Halls, the Old Vic and National Theatres.



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