

Executive Assistant – Job description



Title:	Executive Assistant
Purpose:	Provide comprehensive support to the Executive Director and the Senior Management Team. Serve as the primary point of contact for internal and external constituencies on all matters pertaining to the Executive Director, including those of a highly confidential or critical nature. Prioritise and determine appropriate courses of action, referral, or response, exercising judgement to reflect the Executive Director's style and EHMA strategies and policies.
Support:	This post reports to the Executive Director. Work closely with the Senior Management Team.
People management:	Liaises with high-level stakeholders including the EHMA Board, Scientific Advisory Committee, European Parliament and Commission officials, and EHMA partners.
Salary:	Negotiable
Terms:	38 hours per week (available Monday to Friday, 9 to 5 CET with some flexibility) Based remotely in Europe. Offer subject to satisfactory reference check.
Benefits:	We want our staff to thrive, so we provide a comprehensive induction, regular support and supervision, clear goals and milestones, and a tailored development plan to make sure you have the support, skills and knowledge to succeed. We also provide flexible working hours.

Key responsibilities

1. Provide sophisticated calendar management for the Executive Director. Prioritise inquiries and requests while troubleshooting conflicts; make recommendations to ensure smooth day-to-day engagements.
2. Work closely with the Executive Director to keep them well informed of upcoming commitments and responsibilities, following up appropriately. Act as a 'barometer', having a sense for the issues taking place in the environment. Anticipate Executive Director's needs in advance of meetings, conferences, etc.
3. Act as a liaison and provide support to the Board of Directors. Arrange and handle all logistics for Board meetings and events: schedule meetings; develop, compile, and distribute presentation materials; and record meeting minutes on behalf of Board Secretary. Adhere to compliance with applicable rules and regulations set in bylaws regarding Board matters.
4. Complete a broad variety of administrative tasks that facilitate the Executive Director's ability to effectively lead the organisation, including assisting with special projects; designing and producing complex documents, reports, and presentations; collecting and preparing information for meetings with staff and outside parties; composing and preparing correspondence; maintaining contact lists; making travel arrangements; and completing expense and mileage reports.
5. Provide 'gatekeeper' and 'gateway' role, providing a bridge for smooth communication between the Executive Director and staff, demonstrating leadership to maintain credibility, trust, and support with the Executive Team. Complete projects by assigning work to appropriate staff, including the Senior Management Team, on behalf of the Executive Director.
6. Work with the Senior Management Team to coordinate the Executive Director's outreach activities. Follow up on contacts made by the Executive Director cultivate ongoing relationships.
7. Evaluate and assist in developing office policies and procedures for improved workflow and anticipate future needs as organization grows. Assist in the selection of vendors and purchase equipment, services, and supplies necessary for operation of organisation.

ESSENTIAL CRITERIA

To perform this job successfully the employee in this position must be able to demonstrate at least functional proficiency in all the core competencies.

General competencies for all staff

- Uphold EHMA's statutes, vision and values.
- Adheres to EHMA's policies and procedures.
- Fluency in English.
- Provision of outstanding customer service to our members, colleagues, board, and stakeholders.
- Have a can-do attitude and be solution focussed.
- Manage and prioritise your workload and ensure deadlines are met.
- The ability to be flexible with priorities and manage time and multiple tasks.
- Strong writing and communication skills.
- Maintain positive and constructive working relationships with all members of the staff team.
- Undertake professional development activities and training as agreed with your line manager.
- Maintain confidentiality with sensitive or privileged information, including day-to-day observance of data protection guidelines.
- Adhere to all internal and external policies and procedures and contribute to their on-going development as required.
- Occasional work outside normal working hours for which time off in lieu (TOIL) will be given.
- Have regard for your own personal health and safety and for that of those around you.
- Ability to travel, predominantly across Europe and sometimes other regions, including one day meetings, overnight and multi-days.
- Sound knowledge of Microsoft Office and SharePoint.

Communications competencies

- Excellent writing skills and ability to complete technical reports, summaries, meeting notes, briefings, etc.
- Have a critical eye in terms of quality, accuracy and meticulous attention to detail.
- Understand and engage with EHMA external activities to identify and exploit potential projects dissemination opportunities.
- Prioritisation and organisational priorities.
- Mindful of sensitive content contained in internal and external meetings, confident senior management and executives, MEP's, WHO European Observatory Representatives.

Financial competencies

- Contributes to the preparation of proposals for funding from external sources.
- Source and recommend suppliers for communications activities (such as website creation) in line with budget and commissioning contracts.
- Work within project budgets.

Leadership competencies

- Incorporate ethical standards and EHMA values as the basis of all interactions with stakeholders.
- Use individual, team and organisational learning opportunities for personal and professional development.
- Contribution to the creation of project plans and ensure milestones and deliverables are met in a timely manner.
- Contribute to the development of workplans and budgets.
- Participate in the measuring, reporting and continuous improvement of organizational performance.

Partnership Dimensions

- Use of discretion and sensitivity while working with senior public figures, members of parliament, and subject matter experts.
- Work with stakeholders, research partners, institutional, industry and subject matter experts.

- Exercise discretion and sensitivity when interacting with individuals from organisations including the European Parliament, European Commission and the WHO.

Cultural Competency

- Recognise the role of gender, cultural, social, and behavioural factors in the accessibility, availability, acceptability and delivery of all EHMA initiatives.

KNOWLEDGE

- A comfortable understanding of healthcare management issues.
- A sound understanding of EU Institution structures, policies and decision-making processes.

DESIRABLE COMPETENCIES

- Excellent knowledge of healthcare management.
- Fluency in French, and other European languages.

EHMA is committed to transparent and fair recruitment. We are looking to recruit the person who best meets the criteria above, whomever that may be. Applications from people from Eastern Europe are very strongly encouraged to help expand the diversity of the team.