

Job Description

Job title:	Diary Manager
Location:	Flexible working / Trent Bridge House, Nottingham
Salary:	£33,454 – rising to £34,156 after 6 months
Contract:	Permanent / Secondment
Term :	Local Authority Terms and Conditions

1. Midlands Engine

The Midlands is a region of pioneering minds, thriving industry, great beauty, inspiring heritage and incredible people. Our region is a place of vibrant cities, bustling towns, flourishing rural areas and welcoming communities. From Shropshire in the west to Lincolnshire in the east, from Derbyshire in the north to Herefordshire in the south, we are the beating heart of the UK.

The Midlands Engine convenes a wide range of partners, from small businesses and universities, to global multinationals, public sector bodies and government agencies, bringing voice and vision to the Midlands. We provide crucial focus and connection so that, together, we can act now with commitment and purpose to drive economic prosperity for the nation and for the benefit of our region's places, people and future. And now, we're looking for dedicated, skilled people to be part of that future.

This post will be employed under a Local Authority contract with Staffordshire County Council, the Accountable Body for the Midlands Engine.

2. Job purpose

This role is an important technical role at the heart of the Midlands Engine team, you will be providing an exceptional and comprehensive support role to diary management for the Chairman and Chief Executive of the Midlands Engine, ensuring that both can operate effectively as ambassadors for the Midlands Engine.

The postholder will be working within a small team on the strategic planning and coordination of high-profile meetings with international leaders, Ministerial visits, and international visits through close liaison with senior Whitehall and regional civil servants, colleagues and partners.

The postholder will be responsible for the full diary management and coordination and provide detailed engagement planning from concept to detailed logistical arrangements for meetings and attendance to events. The postholder will be liaising with (the offices of) business leaders, Government Ministers, Council leaders and senior officers from LEPs and Local Authorities, ensuring a positive image of the organisation is portrayed and opportunities to promote and progress local priorities are maximised.

Candidates must demonstrate they can work across a challenging and varied portfolio, meet tight deadlines, pick up a range of topics quickly, and work cooperatively and flexibly as part of a small and fast paced team. The Midlands Engine has a deliberately developmental ethos and we actively support professional development and welcome applicants who share this approach.

3. Principal duties and responsibilities

1. Be responsible for the leadership, development and maintenance of a **comprehensive diary management function** to the Chairman and CEO of the Midlands Engine.
2. To support on the **planning and coordination** of high-profile meetings and visits, to ensure a positive image of the Midlands Engine is portrayed and opportunities to promote and progress local priorities are maximised.
3. Liaise with the Offices of senior politicians and leaders and lead on **comprehensive logistical** arrangements for meetings and events.
4. To act as a **point of escalation** for inward communications and provide outward communications.
5. Assist with identifying areas for improvement by continuous monitoring and evaluation of processes and procedures including **record keeping and risk monitoring**.
6. Build on the current operational process for high level key internal and external meetings, **supporting the process** and provide **coordination** with internal and or external colleagues to ensure briefs and speaking notes are provided.
7. **Provide ad hoc support** within the Secretariat including **making recommendations** and arrangements for travel and accommodation in the UK and internationally.
8. Undertake general administration, **record keeping** and office management functions including comprehensive **financial management** and the commissioning of travel and accommodation, contribution in kind register, gifts and hospitality register, register of pecuniary interest and the development and management of an effective **risk and business continuity** for service delivery.
9. Have the ability to take the initiative, effectively manage a diverse workload with **exceptional organisational skills** and have the ability to providing attention to detail.
10. Be able to work under pressure with the ability to **trouble shoot and resolve problem**. Be able to work with tight deadlines with the experience of resolving **sensitive and confidential** issues with **tact and diplomacy**.
11. Have the ability to forward plan, provide reports and **act with autonomy**.
12. Possess a **high level of written and focused verbal communication skills** to include drafting briefing notes and presentations with the ability to respond to a range of sensitive and high-profile issues as they arise.
13. Demonstrate a high standard of skills in using Windows based software including **Microsoft Word, Excel, Outlook, and PowerPoint** and hold or ability to apply project management skills

14. Excellent communication and interpersonal skills, with an ability to correspond at all levels in a **professional and considered manner**.
15. The postholder will be expected to **work flexibly** to meet the requirements of this role and provide reactionary responses at short notice which will include working on occasion outside of normal office hours.

All staff are expected to maintain high standards of customer care in the context of the Accountable Body's Core Values, to uphold the Equality and Diversity Policy and health and safety standards and to participate in training activities necessary to their post.








All staff are expected to abide by the obligations set out in the Information Security Policy, IT Acceptable Use Policy and Code of Conduct in order to uphold the Accountable Body's standards in relation to the creation, management, storage and transmission of information. Information must be treated in confidence and only be used for the purposes for which it has been gathered and should not be shared except where authorised to do so. It must not be used for personal gain or benefit, nor should it be passed on to third parties who might use it in such a way. All staff are expected to uphold the Accountable Body's obligations in relation to current legislation including the Data Protection Act and Freedom of Information Act.


Political Restriction: This position is considered as a Politically Restricted Post under the Local Government and Housing Act 1989 and subsequent amendments introduced by the Local Democracy, Economic Development and Construction Act 2009.

This is not a complete statement of all duties and responsibilities of this post. The post holder may be required to carry out any other duties as directed by a supervising officer; the responsibility level of any other duties should not exceed those outlined above. The content of this Job Description and Person Specification will be reviewed on a regular basis.

Person Specification

Minimum Criteria for Disability Confident Scheme *

Areas of Responsibility	Requirements	Measurement				
		P	A	T	I	D
Knowledge 	Knowledge of national and local policies, drivers and legislation relevant to the principle duties and responsibilities of the post		√		√	
	*Knowledge of approaches to project/programme management		√		√	
Skills/abilities – interpersonal   	Ability to operate at the most senior levels – with well- developed negotiation and interpersonal skills able to achieve the right results		√		√	
	*Proficient in diary and logistical management – with ability to lead and communicate with tact and diplomacy			√		
	*An ability to work pro-actively to take decisions independently and operate on those – with an awareness of the wider context		√	√	√	
	*An ability to write concise, clear and accurate notes and briefings, prepare and present verbally in a concise and clear and engaging manner			√	√	
	Personal confidence and ability to understand where others are coming from during meetings and discussions with others to meet their needs and is aware of own interpersonal style		√		√	
	Ability to work flexibly as part of a team.		√		√	
Technical  	*IT skills and experience to include use of word processing, spreadsheets, databases, Outlook, project management tools and internet		√	√		
	*Experience of managing projects and the demonstration of excellent organisational skills, the ability to cope with pressure and meet multiple deadlines		√		√	
	Experience of working with a range of partners across all levels in the Midlands Engine, positively addressing barriers and influencing outcomes		√		√	
	Experience of co-ordinating and organising high level meetings/events/briefings		√		√	
Work to promote mutual respect and good relations 	Ability to operate sensitively, build credibility and effective relationships with senior management and business leaders				√	
	*Understanding of corporate commitment to equality and diversity and excellence in performance with the ability to translate into practice for the team and partners		√		√	

Other	Ability and willingness to work outside of normal office hours		√			
	Ability and willingness to travel both as required		√			
	Willingness to comply with the Council's non-smoking policy		√			
	*Ability to undertake professional development required to meet the job requirements		√			
P: Pre-application A: Application T: Test I: Interview D: Documentary evidence						
Prepared by: GA Date: 13/01/2023 Job title: Senior Executive Officer						