

## **UK Government Investments**

### **Executive Assistant**

#### **Introduction**

At UK Government Investments (UKGI), we provide the government with expertise in corporate finance and governance. What we do is unique. We are responsible for ensuring the effective governance and stewardship of government owned companies (such as NatWest Group and the British Business Bank), advising the government on corporate finance issues (including interventions into distressed corporate structures, such as Thomas Cook, British Steel or UK's acquisition of satellite firm OneWeb) and all significant UK government asset sales (for example, the sale of the Green Investment Bank, sale of UK residential mortgages (most recently through a £4.9 billion disposal in 2019), securitisation of the Student Loan book or the IPO of the Royal Mail). The work we do is significant in terms of social, economic and political impact.

Wholly owned by HM Treasury (HMT), UKGI has a team comprised of c.130 experts which is quickly growing, drawn from the private sector (from banks, accountancy and legal firms) and from the Civil Service to ensure we provide government departments with high quality advice that is delivered and acted upon in the best way possible.

#### **What we are looking for**

The Corporate Services Team supports c.115 employees which includes a CEO, 8 Directors and 22 Executive Directors. This senior management team is supported by a team of 13 Personal Assistants (PA). We are seeking to increase the size of that PA team and are looking for enthusiastic and experienced PAs who are prepared to support a team of 2/3 Directors and/or Executive Directors within the Contingent Liabilities Group (CLG) within UKGI.

The CLG is a new central capability which will play a leading role in improving the management of fiscal risks for the UK government, supporting the long-term sustainability of the public finances. The successful applicant will support a Director and 2 Executive Directors, and would be expected to take on additional tasks as required to support the wider team as it builds operational capacity. As such, this role offers excellent development opportunities and would suit individuals who wish to gain broader experience.

The successful applicant(s) will need to be professional and be able to work as part of a team. During busy periods or when covering for colleagues, PAs will be expected to work flexibly which may mean varying their usual working pattern to meet business needs. In addition, and depending on workloads, there will be opportunities to provide additional support to teams working on one of our many interesting and high profile projects.

#### **Key accountabilities**

##### **Relationship management**

- To provide extensive, proven and first-class proactive PA assistance to senior individuals within UKGI.
- Develop and maintain internal and external networks, building knowledge of key issues in order to effectively identify and communicate priorities.
- Build strong relationships with stakeholders and their PAs identifying opportunities to enhance UKGI's reputation and share best practices. Delivering a first-class service from initial contact.

##### **Diary and meeting management**

- Act as a first point of contact by managing diaries, arrange appointments, filtering their correspondence (emails, calls etc), arranging hospitality and inform reception as appropriate.
- Full autonomy to make decisions using initiative to determine purpose and minimum time required, resolve conflicts and exercise judgement on priorities.

- Use judgement when scheduling meetings for the portfolio's workload / current issues and have the knowledge to respond to queries: take ownership of queries and ensure other issues are referred/delegated to the appropriate person in a timely fashion in their absence.
- Collate relevant meeting papers and key information in advance, recording and distributing accurate minutes and actions, follow up on enquires to ensure business activities are progressed.
- Pro-actively manage all documentation – for board meetings, take responsibility for production of presentation documents, using targeted research and creative flair.

#### Travel Management

- Ownership of preparing complex travel, accommodation, researching and considering reasonable alternative cost-effective travel.
- Maximising cost reduction opportunities, utilising preferred travel provider in line with UKGI expenses policy.

#### Communication management/networks

- Use judgement to manage the portfolio's workload/current issues and have the knowledge to respond to queries; take ownership of enquiries and ensure other issues are referred/delegated to the appropriate person in their absence.
- Proofread and sense checks all communications and documentation, complying with brand.
- Build and develop an internal and external network of contacts on behalf of the portfolio; build knowledge of key issues in order to effectively identify priorities.
- Liaise and work with other support staff within the team and the entire UKGI network.

#### Time and expense management

- Collate and process expenses ensuring compliance with UKGI policy and approval process.
- Reconcile credit card/bank statements with receipts as appropriate.

#### General administrative and project support

- Develop protocols and maintain information for key administrative matters related to the portfolio and others as needed e.g. maintenance of key excel databases including gifts and hospitality register.
- Meet and greet visitors to UKGI offices
- Prepare and revise documents including letters, emails and memos.
- Provide cover for colleagues during absences as appropriate.
- Maintain an awareness and observation of Health and Safety issues within the Firm and report any concerns to the Health and Safety representative.
- Carry out any other duties that are within the scope, spirit and purpose of the job, the title of the role, its grading as requested by Line Manager.
- Filing, photocopying and other adhoc tasks as requested

#### Hybrid working

- Help to play your part in making it a success with physical office space (booking desks and assisting and playing a part in the Team A/B roll out for return to the office. Technology understanding Microsoft teams and helping to ensure the UKGI culture is a success in the new working model.

#### Training and personal development

- Act as an ambassador and role model for the admin support team in One Victoria Street and across the UKGI network. Actively contributes to ways of improving the service to the business.
- Live and uphold the organisation values and encourages others to do so by providing timely feedback to help build a cohesive team.
- UKGI appraisal process – takes ownership of own personal development and takes ownership of own development to meet the minimum CPD 16 hours of training within the year.

#### Teamwork

- Build a network within the admin community to ensure a consistent, coordinated and cooperative environment is maintained.

- To assist with projects providing admin support at all levels, all are seen to be your colleagues within UKGI
- To help raise the profile of the admin support team across the UKGI service lines.

### **Experience and skills required**

- Experience in a corporate professional services environment is preferred.
- The confidence to engage with senior/high profile stakeholders and their teams.
- Attention to detail and ownership for the delivery of high-quality work.
- Confident with the ability to use own judgement and make decisions in order to prioritise, challenge, negotiate and influence.
- A flexible and professional approach, remaining calm under pressure
- Advanced/super user knowledge of Microsoft Office and Outlook. Your creative flair and advanced PowerPoint experience will enable you to produce interesting, professional and polished presentations
- Exceptional organisation skills, with an ability to prioritise an often-conflicting workload.
- The ability to plan ahead and anticipate potential problems
- The confidence to use your own judgement to proactively make decisions on a daily basis
- The aptitude to provide regular progress reports on administration matters
- The confidence and ability to deal with senior profile executives, clients and form networks with staff at all levels
- A quality-driven approach, consistently aiming for high standards
- The capability to keep matters confidential
- Enthusiasm, determination, self-motivation and the ability to think outside the box
- Ability to build relationships across diverse teams both locally and globally.
- Ability to work as part of a team, ensuring seamless service to the organisation
- You should be proactive, solutions focused with a can-do attitude, be hungry for work and have a strong focus on delivering to a high standard

### **Diversity Statement**

At UKGI we place a high degree of value on work life balance and as such applications from individuals seeking flexible working, reduced hours contracts and job shares are actively encouraged.

### **How to apply**

If you would like to be challenged by genuinely fascinating work and work in an environment where work life balance is taken seriously, please apply online with a covering letter and CV.