

Aspire Defence Limited Job Description

Job Title:	Directors' PA
Entity:	ASPIRE DEFENCE LIMITED (ADL)
Location:	Tidworth
Reports to:	Chief Executive, ADL
Key Purpose of the Role:	To provide administrative support to the Chief Executive, ADL Directors (Finance & Commercial Director and Operations Director) and the ADL Board.

Duties and Responsibilities:	<ul style="list-style-type: none">• Provide PA & secretarial services to the ADL Chief Executive and two other Executive Directors (Finance Director & Operations Director), including co-ordination of diaries and making appropriate travel arrangements• Support all activities of the ADL Board to include co-ordinating arrangements for setting dates and venues, processing, consolidating and publishing Board papers and producing minutes in a timely manner. Administration of all Board meetings and papers via Boardpad (a software tool).• Co-ordinate arrangements and produce minutes as necessary for several key meetings• Manage the production of documentation, correspondence and presentations as required by the Executive Directors• Co-ordinate (less media & PR related) visits to the Project – circulating updated visits matrix, arranging transport as required, liaising with both internal and external contacts for attendance/representation plus producing presentations and support material• Support activities relating to the project's Technical Advisors, including coordinating the quarterly visits to the Project• Take a proactive approach to day-to-day issues arising in the absence of the Directors• Establish and develop effective working relationships at all levels with both internal and external stakeholders of ADL's business• Lead on the organisation of ADL staff events (biannual workshops/functions) and other ad-hoc events, negotiating rates with external venues when necessary.• Establish and maintain an effective PA's network
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- Provide cover for the Administration Assistant and Office Manager during periods of heavy workload and absence
- Support the Company Secretary in the administration of company business
- Undertake activities as requested to support the ADL team

Position Profile: Experience (essential)

- Production of minutes, ideally at board level
- Several years' experience of providing PA services to a Senior Executive team
- Excellent attention to detail
- Well-developed personal and written communication skills, including the ability to communicate with a wide range of senior staff and clients and to produce clear and concise briefing papers and notes of meetings
- Proven ability to work on own initiative, accurately to tight deadlines, and to prioritise between conflicting demands
- Ability to operate in a professional manner and with absolute discretion
- Able to carry out function in an organised and logical manner with a flexible and loyal approach
- Enthusiastic, confident and self-motivated
- Advanced skills and experience on all Microsoft Office packages

Experience (desirable)

- Experience of working in a military environment. Evidence of successful experience working in a PA position within a similar organisation
- Knowledge of PFI, facilities management and/or construction
- Knowledge of Boardpad.

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Competency Assessment

Post currently filled by:

New post

I confirm that I have read, understood and meet the requirements set out within this job description

Signed:

Date:

Line Manager:

The person identified above is considered to be technically competent to manage and perform the stated duties in this job description. Details of their qualifications and experience are given in their CV's. Ongoing assessment of competence is recorded as part of the ADL Performance Management System.

Signed:

Date: