STROUD DISTRICT COUNCIL
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JOB DESCRIPTION

November 2026

Designation:	**Senior Executive Officer**
Grade:	**STR 5+ Market Supplement**
Hours:	**37 hours per week**
Location:	**Ebley Mill / Hybrid**
Job Purpose:	**To provide support to the Chief Executive, Strategic Director of Resources and Strategic Head of Finance (S151 Officer), to effectively lead the Council to deliver its vision, ambitions and priorities**
Responsible to:	**Democratic Services & Elections Manager**
Responsible for:	**Executive Assistant**

KEY DUTIES

- Ensure high level and efficient support is provided to all members of the Strategic Leadership Team and Leader of Council to enable them to deliver on their responsibilities.
- To act as a first point of contact for the Chief Executive, Strategic Director of Resources and Strategic Head of Finance (S151 Officer), planning, anticipating and proactively managing their correspondence, diary and time, including inbox management, organising meetings, preparing briefing papers, travel and accommodation and itinerary packs.
- To prepare correspondence on behalf of the Strategic Leadership Team, Leader of Council, Group Leaders and Administration Leadership Team when required.
- Prioritise and manage issues that have been escalated to the Executive Office, keeping abreast of any relevant developments or issues.
- Understand and be aware of political, strategic, reputational and policy issues facing the Council and be able to deal with situations as and when they arise whilst maintaining impartiality at all times.
- Coordinate and plan a variety of adhoc and regular meetings and meeting logistics..
- Coordinate the Strategic Leadership Team meetings ensuring accurate records are taken, and the Actions Log and Work Programme are maintained and up to date.
- Coordinate and manage a variety of projects and activities including but not limited to the quarterly Proud of Stroud sessions, Ask SLT and Councillor ward walks.
- Assist with the preparation and organisation of presentations, workshops and other events.
- Coordinate appraisal, objective setting and one to one processes for the Chief Executive and Strategic Leadership Team including supporting annual objective setting.
- Develop excellent working relationships with Councillors, Council Officers, MPs Offices, Partner Organisations and their Executive Support Teams to facilitate the Strategic Leadership Team's priorities and their delivery.
- Research, gather and summarise appropriate information to ensure the Strategic Leadership Team are fully briefed before meetings or events, carrying out research and policy development activity and preparing reports when required.
- Work closely with Democratic Services, be responsible for ensuring recommendations from Motions to Council are completed in the necessary timeframe.

- Identify and implement new initiatives to improve service delivery, maximising the use of technology to support productivity and promote a culture of continuous improvement throughout the Executive Office.
- Work proactively with members of the Strategic Leadership Team to manage competing priorities and key deadlines, coordinate the preparation and submission of reports, briefings and associated documentation, liaise with directorates to ensure information is provided in a timely manner, and ensure adequate time is reserved for review and sign off so that deadlines are achieved.
- Manage the Chief Executives budget, by keeping records of all business-related expenditures and support the management of all Director budgets when required.
- Manage administrative, financial and business support activities for the Executive Office.
- Maintain a high level of confidentiality, discretion and trust with regard to confidential and sensitive information, providing a trusted space for the Chief Executive to discuss ideas, concerns and challenges openly.
- Line manage the Executive Assistant, including managing performance and development, conducting one to ones and ensuring the delivery of a high quality Executive Office service.
- Support the wider Democratic Services & Elections Team as required including but not limited to the administration of elections, referenda and Civic Events as directed by the Democratic Services and Elections Manager.
- Be flexible to undertake other appropriate duties / tasks as and when required or directed by the Democratic Services & Elections Manager or Strategic Leadership Team and ensure adequate support to the Strategic Leadership Team in the absence of the Executive Assistant.

SKILLS AND KNOWLEDGE

- Minimum education to NVQ Level 3 or equivalent, or possessing relevant compensating experience.
- Experience of staff management
- Exemplary, organisational, prioritisation and time management skills with the ability to problem solve, multitask, focus on deadlines and manage workload appropriately.
- Well-developed interpersonal skills, self-awareness and discretion when working with internal and external stakeholders.
- Excellent verbal and written communication skills and ability to communicate professionally across a wide range of stakeholders.
- Work collaboratively with officers and members of the council and wider stakeholders.
- Ability to record accurate minutes and actions, including sensitive and confidential information.
- Excellent IT skills, including Microsoft Office suite, virtual meeting platforms and Document Management Systems.
- Excellent diary planning / management, meeting arrangement and event organisation.
- Strong customer service skills.
- Ability to work autonomously and make independent decisions, but also able to work co-operatively as part of a team.
- Previous local government experience.
- Experience of project management, data management and organisation of events.
- Ability to handle challenging situations and deal with difficult people with tact and diplomacy.

COMPLEXITY AND CREATIVITY

- Creativity and innovation are essential to this role in order to manage conflicting priorities and organisation of a wide range of activities in a timely manner as well as being able to answer queries as they arise.
- Adaptable and proactive, with the ability to provide seamless support by anticipating problems before they happen and providing solutions for unexpected issues.

JUDGEMENT AND DECISIONS

- Work is carried out within programmes and objectives but there may be a wide range of choices available to reach a decision. Work will need to be completed where the procedures only provide a general guideline.
- Required to exercise discretion and developed judgement when frequently dealing with highly sensitive information.

CONTACTS

- Members including the Leader of the Council and Group Leaders
- Chief Executive, Strategic Leadership Team and other staff
- Members and staff of other local authorities/partner agencies
- MPs
- External stakeholders
- External businesses
- Suppliers and contractors
- Members of the public

RESOURCES

- Little to no responsibility for physical or financial resources.

TRAVEL DESIGNATION

- HMRC rates will apply.

GENERAL

- To work with communities sometimes outside normal office hours, including weekends.
- To ensure that at all times service delivery informs, reflects and supports the Council's prevailing aims and objectives.

- To work with colleagues across the organisation as required in support of organisational goals.
- To promote the Council's overall commitment to equality of opportunity/diversity at all times and work within the requirements of the Council's Equality, Diversity, Inclusion, Equity & Belonging policy.
- To undertake all training and development initiatives as required.
- To work within Health and Safety guidelines in accordance with the Health and Safety at work Act.
- To work within the requirements of the Council's Environmental Policy and Management System.
- To undertake any appropriate duties required to meet the Council's obligations under the Civil Contingencies Act.
- To undertake all appropriate duties required to meet the Council's safeguarding obligations according to the Children's Act (2004), Working Together to Safeguard Children Statutory Guidance (2018), the Care Act (2014) and the Care and Support Statutory Guidance (2014), Mental Health Capacity Act (2005), and Deprivation of Liberty Standards (2007).

This job description is a reflection of the present position and is subject to review and alteration in detail and emphasis in the light of future changes or developments.