**Job Description**

**Role title:** Executive Assistant to the CEO

**Reports to:** CEO

**Sector:** Business Support

**Division:** Executive Team

**Purpose / Scope of role**

The APEM Group is a world class environmental consultancy and a high growth business, fuelled both organically and through acquisition, and becoming international. The APEM Group Executive team lead the organisation; setting ambitious goals and ensuring delivery is achieved in a sustainable way and underpinned by a healthy and high-performance culture.

By supporting the CEO, the Executive Assistant support, and is a member of, this team. They are responsible for the administrative tasks and co-ordination activities that facilitate team achievement; tasks that often demand a high degree of organisation, influence, judgement and professionalism.

**What success looks like in this role**

Mastery of this role will result in the optimal efficiency of interactions between the CEO, the Exec team and where required our external investors/other key stakeholders. You will deliver the smooth running of the CEO’s desk through being proactive. You will learn to anticipate the Executive team’s requirements and avoid potential delivery pitfalls.

You will be respected as a clear communicator, a true enabler. You will be sought out as someone who can navigate the route to getting important actions completed that need board time. You will also be adept at being a filter for the CEO, making minor decisions on their behalf (where delegated authority exists) or directing queries to others were possible. You will also oversee a wide variety of projects and workstreams to contribute to board effectiveness, due to your proven task management expertise and influence.

**Key Responsibilities**

**Communication:**

* Act as the primary point of contact between CEO and internal/external stakeholders, including delegating through the Exec team on the CEO’s behalf.
* Support the progress of Exec team projects and workstreams.
* Draft and prepare emails, letters, and other communications on behalf of Executives.
* Apply good judgement in substance and tone to ensure APEM Group is always represented positively and professionally.
* Ensure all due confidentiality is adhered to.

**Administrative support for CEO:**

* Filter and prioritise incoming communication, manage basic requests on behalf of the CEO.
* Establish working practices to support the effectiveness of CEO’s administration and time management.
* Maintain and organize records, files, and documents.
* Process and submit expense reports for executives.
* Schedule and coordinate meetings, appointments, and events for the CEO.
* Manage and prioritize executive calendars, ensuring efficient use of their time.
* Arrange domestic and international travel for executives, including flights, accommodation, and transportation.
* Prepare detailed itineraries and provide necessary travel information.

**Governance:**

* Tracking key governance events such as board meetings, committee meetings, and annual general meetings (AGMs).
* Monitoring important governance deadlines (e.g., board evaluations, regulatory filings) and notifying stakeholders, to ensure the company remains compliant with legal and corporate governance requirements.
* Assisting in the review, maintenance, and dissemination of governance policies (e.g., code of conduct, risk management framework).
* Providing administrative support for governance improvement projects such as board evaluations, succession planning, and risk assessments.
* Helping to maintain risk registers or governance dashboards that track key risks or compliance requirements.
* Assisting the CEO with monitoring and reporting any governance-related incidents or issues to the board.

**Meeting Support:**

* Prepare meeting agendas, documents, and presentations.
* Attend meetings, take minutes, and ensure timely distribution of meeting minutes.
* Track and follow up on action items resulting from meetings.

**Presentation and Document Management:**

* Coordinate the preparation, distribution, and filing of board meeting materials.
* Draft and edit meeting minutes, ensuring accuracy and completeness.
* Assist in the scoping, project management, cohesion and formatting of document outputs, with support from Marketing.
* Ensure documents are visually appealing, error-free, and align with the company's brand guidelines.
* Manage Exec team document filing structure and cascade mechanisms.

**Project Assistance:**

* Collect updates in relation to long running programmes, including the company’s strategic plan.
* Monitor and track action items assigned during board meetings.
* Work with the Board representatives to ensure and support progress on board commitments.
* Support the Executives team in various projects, coordinating tasks and deadlines.
* Conduct general research and prepare summaries as requested.

**Other:**

* Carry out any additional activities that may be reasonably required or requested. This role may require responsiveness outside of normal working hours, within agreed parameters.
* Take reasonable care for the health and safety of yourself and others; make use of the tools, equipment, training and resources; and actively engage with colleagues at all levels to contribute to the continuous improvement of health and safety management.
* Complete mandatory health and safety training modules and any that are specific to your role.

**Skills/Knowledge/Experience/Qualifications**

**Essential** -

* Extensive experience as an EA, within a corporate environment
* Understanding of common investor governance processes
* Previous experience managing workstreams relating to corporate governance (such as updating risk registers, other governance items are reviewed in line with agreed timeframes)
* Experience working in a high growth environment, with developing systems/processes
* Exceptional organisation skills and good project management
* Clear communication style
* Proven discretion
* Experience of operating and developing an effective diary management approach within Outlook
* Full knowledge of PowerPoint, able to produce high standard presentations
* Knowledge of optimal use of MS Teams and SharePoint for collaborative working
* Service mindset; able to quickly build relationships with influence
* Natural curiosity, which leads to a full understanding of task objectives
* Proven to be calm and solutions focussed under pressure

**Desirable** -

* Experience working for a PE backed business
* Experience of supporting an individual in an international leadership role
* Confident to take decisions on behalf of CEO where appropriate

**Our Values**

Our most important assets are our people who work here. We all work as one team and rely on each other. We wish to create a working environment to which our people are proud to belong, by maintaining our values at the forefront of everything we do. These values are:

* Integrity – We do the right thing
* Quality – Quality in everything
* People - We care
* Forward thinking – We focus on the future
* Positivity – We believe we can
* Fairness – We champion equality

**Our WOW Factor**

When home became work, we learned that flexibility, understanding and balance allowed us all to move forward and grow together. So, no matter where you’re based, the hours you keep, the toddlers you have to entertain, or outside interests that help with your wellbeing we’re committed to our Ways of Working (WOW) with each other so we can continue to be our best.

**You belong**

We recognise that everyone’s story is different. The opportunities, experiences and challenges faced in life shape who we are, and we understand that these are the things that make us individual and unique. Embracing our differences means we’re able to approach what we do from every angle.

Inspiration and insight can come from anywhere, and no matter your history or choices in life, we empower our people to be their best, so we can be our best, together. **We welcome the whole you.**