



JOB DESCRIPTION

Job Title:	Leadership Team Support Executive
Team:	Business Support
Classification:	Senior
Reports to:	Director of Destination, Marketing & Insight (Deputy CEO)
Classification of Line Manager:	Director
Number of Direct Reports:	0 (none)
Location:	Hybrid (West Midlands-based)

Job Purpose

Provide a full support service to the Director of Destination, Marketing & Insight (Deputy CEO), and Director of Finance & Commercial, including all administration activity, diary co-ordination and ad hoc project support, and acting as a first point of call for all communication directed their way.

Main responsibilities and key activities

To provide high level support, to include:

- Comprehensive diary management, proactively reviewing and prioritising commitments, resolving scheduling conflicts, organising internal and external meetings, and ensuring preparation of relevant paperwork
- Effective inbox management, handling all incoming emails, prioritising and responding on behalf of the Head of Inward Investment where appropriate, and acting as a first point of contact to ensure timely and effective communication
- To work closely with the Directors, dealing with confidential information in a sensitive and discreet manner
- Production of itineraries/ correspondence/ presentations to a high level of accuracy
- Co-ordination of travel requirements, both domestic and overseas, in line with company guidelines
- Co-ordinate management of the Directors' wider teams, including holiday requests, monitoring absence etc
- Expense and purchase order processing and approval, liaising with the Finance Team and Directors' direct reports
- Co-ordination of and attendance at Leadership Team meetings
- Co-ordination of Board meetings, including assistance with Board governance and on-boarding
- Working with the Projects and Events teams on relevant company projects
- Management of contacts and data
- To work closely with the EA to the Chief Executive, co-ordinating diaries and ensuring that duplication of attendance at events is avoided where possible
- To deputise for the Chief Executive's EA when required, taking calls, managing the diary, and other requirements#
- To always demonstrate a flexible and professional approach
- Able to identify and implement ways of continuously improving existing ways of working
- Good knowledge of Microsoft Suite
- Any other duties deemed commensurate with the role



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Our people and our offices

The West Midlands is an exciting, vibrant and diverse region and West Midlands Growth Company aims to reflect this in all that we do. Our objective is that our work, services and employs practices that will promote a positive impression of the region, and we will take every step to minimise or eliminate outdated preconceptions and stereotypes.

West Midlands Growth Company whole-heartedly supports the principle of equal opportunities in employment and opposes all forms of unlawful or unfair discrimination on the grounds of colour, race, nationality, ethnic or national origin, sex, disability, age, religious belief, sexual orientation or marital status.

We believe that it is in the company's best interests of all those who work in it to attract, retain and develop a diverse pool of talent. We therefore seek to ensure that the human resources, talents and skills available throughout the community are considered when employment opportunities arise. We believe it is essential to the company's success to enable employees of all backgrounds to reach their full potential by encouraging a working environment that is inclusive to all.

To this end and within the framework of the law we are committed, wherever practicable, to achieving and maintaining a workforce which broadly reflects the local community in which we operate.

Our Values

Trust – Trusted Delivery Partners	We do what we say we are going to do, collaborating with our stakeholders to deliver and achieve regional outcomes, leading the way for economic development using our knowledge and expertise.
Respect – Opinions Matter	We believe everyone has the right to be listened to and be heard. We appreciate the impact of our actions and behave accordingly
Leadership – We lead by example	We lead by example, that means as an external ambassador to the business, and internally to our workforce. We embrace innovation and creativity, empowering our teams to deliver quality transformative outcomes.
Wellbeing – Health, growth and inclusivity	We support and promote wellbeing of everyone. We want to be an inclusive and engaged workforce, where everyone has a clear sense of purpose and courage. We encourage everyone to thrive in a way that makes them successful, resilient, healthy and happy, developing a growth mindset.

Prepared by

Cathy Johnson	Date: 05/03/2025
	Job Title: Executive Assistant to the Chief Exec