



## **Humber Freeport Company Limited**

### **Executive Support**

#### **Job Description**

**October 24**

#### **Humber Freeport Vision**

To be a major catalyst in the development of the Humber economy.

#### **Purpose of Role**

To manage an executive level of business support, research information and relationship management for the Humber Freeport Company Limited's management team.

Co-ordinate communication, information and presentations on behalf of the management team to enable the company to contribute effectively to its vision and development plan.

#### **Job Description**

- To provide secretarial support to the Chief Executive
- To provide administrative support and assistance to the wider Humber Freeport Company Limited's Leadership team
- Design, promote continuous improvement of and ensure the efficient and effective implementation of the company's operational systems and processes, including those relating to business planning, communications, meetings, partnerships, personnel, budget management, quality assurance and external inspection.
- Retrieve and edit information from a range of sources in order to draft papers/reports for the Chief Executive using a range of creative techniques in order to communicate information.
- Create and refine the structures and layouts for important documents.
- Determine appropriate methods of storing, retrieving and communicating information.
- Design and review systems for ensuring enquiries and issues made to the Chief Executive are dealt with appropriately and with the level of sensitivity required, determining on a case-by-case basis the ongoing method of response and handling.
- Interpreting the strategic requirements of the Chief Executive in the co-ordination, setting up and maintenance of partnerships and relationships both internally and externally.

#### **Key Contacts and Relationships**

- The post holder will primarily maintain effective working relationships with the Chief Executive.
- Extensive contact and interface with the Senior Leadership Team.



- The post holder will be required to respond on behalf of the Chief Executive and Leadership Team to commit to a pre-agreed course of action, which can have substantial impact on the organisation.
- On behalf of the Chief Executive, responding to and act upon a range of senior management related issues.
- Maintain trusted and effective working relationships.
- Maintains effective working relationships with key personnel from other neighbouring organisations and partners.
- There will also be significant contact with national, regional, sub- regional and local organisations acting on behalf of the Chief Executive and Leadership Team.

### **Knowledge, skills and experience**

1. Previous experience of providing executive assistance to a Chief Executive or Senior Leadership Team.
2. Level 3 Secretarial, business or administration qualification or equivalent, and a willingness to undertake continuous professional development.
3. High level of skill and experience in the use of office business systems.
4. Excellent IT skills including full range of contemporary Microsoft applications to an advanced level.
5. Highly effective literacy, numeracy, and communication skills (both oral and written), and the ability to present information and data in a clear and concise form.
6. Excellent interpersonal and people management skills.
7. Ability to give clear verbal and written instructions including those from external organisations.
8. Key contact for Humber Freeport in relation to the Chief Executive's roles and responsibilities, quality assurance and inspection issues.
9. Ability to engage appropriately with and manage enquiries from senior officers, business/public sector leaders, and representatives of external bodies.
10. High level of political awareness and sensitivity.
11. Experience of working with outside organisations.
12. Experience and expertise in taking minutes, preparing reports and presenting information.
13. Knowledge and understanding of organisational service policies, priorities, protocols, plans and strategies, especially those relating to managing people and resources.
14. Excellent customer care skills.
15. Excellent organisational skills, with the ability to plan and manage own and others' workloads.
16. Proven experience of forming relationships and gaining credibility with internal and external organisations.
17. Ability to work on own initiative on a daily basis, being self-starting and proactive.
18. Ability to maintain confidence and process confidential and sensitive information and identify information that is confidential and sensitive even though not marked as so.



## **Organisation Structure**

Chief Executive Officer  
Investment Manager  
Programme, Partnerships and Contracts Managers  
Executive Support

## **Dimensions**

Humber Freeport turnover £750,000  
Staffing complement – four  
Tax Site allocation 600 hectares  
Three major partnerships – Skills, Net Zero and Innovation  
Contract worth (Autumn 2024) £25m