

The PA to the Chief Executive (CEO) will provide administrative support to enable the Chief Executive to carry out his role efficiently, in the following areas:

1. Administrative

- dealing with correspondence on behalf of CEO
- producing reports and papers as necessary
- taking minutes of meetings
- making arrangements for CEO

2. Organisation

- organising and maintaining the CEO's diary
- creating and managing systems of work (eg. filing, databases)

3. Liaison

- Liaising with other organisations and staff members

4. Projects

- Carrying out specific projects as required

5. LCET Team

- Taking part in team meetings and events.
- Taking part in training and development.
- Understanding LCET in order to effectively carry out the role.

The PA to the Chief Executive reports to the Chief Executive.