



JOB PROFILE

Post Title:	Executive Assistant to HE Governor
Portfolio:	Central Support Services
Responsible to:	<i>HE the Governor</i>
Responsible for:	<i>No direct reports</i>
Grade:	E

Job Purpose

To improve the lives of all within our community and help the island thrive by HE the Governor is the constitutional head of government and personal representative of the Sovereign. The two roles each have a heavy workload; the former as chair of numerous high-level forums such as Executive Council and the Air Services Strategy Group, and the latter on numerous representational events. Successful delivery requires excellent preparation and the Governor relies upon the Executive Assistant to achieve this

The postholder serves as the principal point of contact and trusted adviser in administrative matters relating to the Office of the Governor, exercising considerable discretion, judgement and initiative in the management of highly sensitive, confidential and politically significant matters. Responsible for ensuring the effective discharge of the Governor's constitutional, ceremonial, diplomatic and public responsibilities across St Helena, Ascension Island and Tristan da Cunha.

Working in a complex and fast-paced environment, the postholder co-ordinates and manages engagement with Ministers, Elected Members, senior public servants, the Foreign, Commonwealth and Development Office (FCDO), Overseas Territory administrations, British and Foreign Diplomatic Representatives, international agencies, community organisations and members of the public. Requires the ability to anticipate issues, assess competing priorities, provide sound advice, and ensure the Governor is fully briefed and prepared to fulfil all official responsibilities.

The postholder acts as a key liaison between the Governor's Office and local, regional and international stakeholders, leading the coordination of constitutional processes, ceremonial occasions, official engagements and high-profile events. The role demands exceptional organisational ability, political awareness, strategic thinking and professional credibility, together with the highest standards of integrity, confidentiality and judgement.

Main Duties and Responsibilities

Executive Support



JOB PROFILE

1. Provide executive support to HE the Governor, through the proactive management of an extensive and complex programme of official, constitutional, diplomatic and public engagements.
2. Preparation of briefing material for forthcoming meetings, assessing outstanding information requirements and commission of same from the Public Service.
3. Manage the Governor's extremely vigorous diary and competing priorities, ensuring that commitments are strategically aligned and appropriate use is made of the Governor's time.
4. Act as gatekeeper and gateway to the Governor's Office, managing access to the Governor; meeting with clients in person if necessary, to establish reasons for requesting audiences with the Governor and ensuring enquiries are prioritised and dealt with appropriately.
5. Research, analyse and evaluate incoming issues, correspondence, submissions and requests, determining appropriate courses of action, referral or response.
6. Maintain oversight of the Governor's commitments and responsibilities, respecting deadlines, ensuring timely follow-up and completion of agreed actions.

Constitutional and Governance Responsibilities

7. Coordinate and manage constitutional functions undertaken by the Governor including swearing in ceremonies for Acting Governors and senior members of the Judiciary in person or via Microsoft Teams; Naturalisation and British Citizenship ceremonies, advising applicants of applicable fees and ensuring proof of payment is received in advance; official appointments; and other constitutional duties requiring formal coordination and procedural oversight.
8. Participate in weekly Governor's Office Team meetings joined monthly by Administrators of Tristan da Cunha and Ascension Island in which highly sensitive information is shared across the islands and appropriate advice is given/shared if required, action agreed and followed up if/where necessary.
9. Act as Secretary at meetings as directed by the Governor, including the Prerogative for Mercy Committee and other confidential meetings, ensuring accurate records and timely implementation of decisions.
10. Maintain custody and management of highly sensitive and classified documentation relating to constitutional, legal, security, disciplinary, medical, policing and governance matters.
11. Ensure compliance with all relevant constitutional, security and information governance requirements applicable to the Office of the Governor; respecting embargos as directed by senior UK Government officials including the Royal Household.



JOB PROFILE

12. In the absence of the Manager of the Governor's Office, prepare Apostilles for the authentication of important documents such as marriage, birth and death certificates, estate settlements and update the Apostille register appropriately.
13. Process annual and sick leave requests for senior officials reporting direct to HE the Governor, updating the HR 21 system appropriately.

Diplomatic and External Relations

14. Serve as the principal liaison between the Governor's Office and the Foreign, Commonwealth and Development Office, Overseas Territory administrations, British and foreign diplomatic representatives and international stakeholders.
15. Coordinate official visits involving senior Government officials, Ambassadors, Governors, military personnel, consultants, advisers and international delegations. Prepare official travel letters for visitors, ensuring sensitive personal obtained for this purpose is handled appropriately and incorporated accurately and ensure letters are issued to visitors in a timely manner ahead of their travel to support immigration requirements.
16. Build and maintain productive relationships with key stakeholders to support the Governor's strategic priorities and objectives.
17. Draft, review, proof-read and coordinate high-level correspondence, messages and briefing materials on behalf of the Governor.

Strategic Coordination

18. Anticipate emerging issues, risks and opportunities that may impact the Governor's Office and ensure relevant information is brought to the Governor's attention.
19. Provide strategic coordination and oversight of projects, initiatives and actions commissioned by the Governor.
20. Develop effective working relationships across Government and with external partners to support delivery of organisational and constitutional objectives.
21. Lead the planning and delivery of official receptions, national events, ceremonial functions and high-profile engagements hosted by the Governor at Plantation House and other venues.
22. Provide advice regarding protocol, precedence, official invitations and guest management for official functions.
23. Work closely with the Residence Manager and Governor's Office management team regarding the effective delivery of all official functions and events.



JOB PROFILE

Financial and Administrative Management

24. In liaison with the Manager of the Governor's Office, monitor entertainment and event budgets and ensure value for money and compliance with financial procedures.
25. Support financial administration including reconciliation of accounts and management of official expenditure associated with Governor's functions.
26. Ensure requests for acting appointments for senior officials reporting direct to the Governor are completed, signed and forwarded to HR for payment of allowances
27. In the absence of the Governor's Office Manager, manage the processing, communication and secure handling of diplomatic mail in accordance with FCDO procedures and security requirements.

Special Conditions

- The nature of the role requires flexibility and availability outside normal office hours to support official functions, constitutional ceremonies, emergency situations, diplomatic engagements, visiting delegations and international communications operating across multiple time zones.
- FCDO clearances are required to operate FCDO equipment and to handle classified and highly sensitive documents.

This job profile is not an exhaustive list of duties and responsibilities. There may be other ad hoc duties that fall within the remit of the role that the job holder may need to complete. In addition, the job holder will be required to carry out any other reasonable duties as requested which are commensurate with the grading and level of responsibility for the role.



JOB PROFILE

Core Competency Framework

Competency	Level
Professional Development: <i>Requirements for continuous professional development met and when necessary submitted to professional institute in order to continue recognition of professional status</i>	(iii)
Planning & Delivery of Work: <i>Ensures appropriate resources and levels of capability are available to deliver to plan. Promotes and enforces appropriate organisational rules and procedures. Leads by example in managing business relationships</i>	(iv)
Analysis and use of Information: <i>Outputs, including and evaluation of policies, projects and programmes are evidence based and decision making and solutions are established by interpreting trends.</i>	(iii)
Decision Making: <i>Solves problems that have significant short term implications for the directorate and assesses the impact of decisions made. Decisions are formed based on trends, patterns and causes rather than symptoms and is evidence based and made in compliance with policy guidelines.</i>	(iii)
Working with Others: <i>Manages relationships with key stakeholders by utilising a high level of understanding of own and others behaviour. Creates an environment which will enable delivery of shared policy outcomes</i>	(iv)
Communication: <i>Varies language and content by explaining and using examples to ensure understanding of audience. Highlights key points for summary from details and complex documents.</i>	(iv)
Influencing and Persuading: <i>Encourages, provides and is receptive to constructive feedback to improve performance of self and team. Remains constructive when disagreeing or challenging and ensures alternative approaches to work are effective in meeting the organisation and individual needs.</i>	(iii)
Dealing with Change: <i>Presents the business need for change and encourages and enables employees to contribute to and focus on the positive aspects of change as well as anticipate any obstacles.</i>	(iv)
Continuous Improvement: <i>Sets SMART objectives for team and evaluates them and where necessary motivates team members to improve and develop their performance</i>	(iii)
Managing Resources: <i>Ensures team members understand key issues affecting their work and their role within SHG and tackles poor performance promptly.</i>	(iii)



PERSON SPECIFICATION

Criteria	Essential / Desirable	Application Form	Selection Process
Qualifications:			
Level 4 qualification in Business Administration, Public Administration, Management or a related field, or equivalent demonstrable experience.	E	√	√
Advanced ICT proficiency including Microsoft Office applications.	E	√	√
Professional qualification in administration, governance or corporate services.	D	√	√
Knowledge & Experience:			
Significant experience supporting a Chief Executive, Governor, Director, Permanent Secretary or equivalent senior executive.	E	√	√
Experience managing highly confidential and sensitive information.	E	√	√
Experience coordinating complex programmes, events and stakeholder engagement activities.	E	√	√
Experience drafting high-level correspondence, reports and briefing papers.	E	√	√
Experience working independently and exercising sound judgement in complex situations.	E	√	√
Experience within Government, public sector or constitutional environments.	D	√	√
Experience dealing with international organisations or diplomatic stakeholders.	D	√	√
Knowledge of constitutional governance and official protocol.	D		√
Skills and Abilities:			
Excellent written and verbal communication skills.	E		√
Exceptional organisational and prioritisation skills.	E		√
Ability to analyse information and provide informed recommendations.	E		√
Strong stakeholder management and relationship-building skills.	E		√
Ability to exercise diplomacy, discretion and political awareness.	E		√



PERSON SPECIFICATION

Criteria	Essential / Desirable	Application Form	Selection Process
Ability to manage competing priorities and tight deadlines.	E		√
Strong problem-solving and decision-making skills.	E		√
Ability to work autonomously with minimal supervision.	E		√
Ability to maintain absolute confidentiality and integrity.	E		√
Other:			
Willingness to work flexibly – some evening work may be required.	E		√
Committed to safeguarding and promoting the welfare of children, young people and vulnerable adults.	E		√
Contribute to a positive working environment ensuring commitment to equality and diversity.	E		√

Our Values

FAIRNESS

We act as role models and have fair and consistent standards. We champion equality, inclusion and respect.

INTEGRITY

We communicate openly and we are honest, accountable and ethical.

TEAMWORK

We work together and we support each other.

Professional or Career Progression Cadre Competency Framework

Not applicable