

Job Description

Executive Office Manager

The Office of:	Sarah Champion - Rotherham
Employee Name:	dddd
Job title	Executive Office Manager
Salary band	£30000 - £52793
Location	Outside London

Key responsibilities

- Collate all required information from team members to present to the MP
- Conduct parliamentary research as required
- Deal with security matters, keep abreast of security guidance, maintain the security system, liaise with external bodies as appropriate
- Ensure the office is fully equipped
- Exposure and management of complex cases
- Have final signoff on all relevant delegated areas from the MP, for example constituent correspondence
- Horizon-scanning, anticipate what advice or action may be required; proactively identify problems and resolve them
- Identify training opportunities and ensure the office team maintain and develop knowledge of relevant legislation where appropriate
- Lead and maintain a highly professional administrative support function for the MP's office
- Liaise with groups/personnel including at Westminster, within the constituency and the general public on the MP's behalf as necessary
- Manage the office team, ensuring accurate personnel records are kept and notifying IPSA of contractual changes as necessary
- Overall management of the Member's diary commitments, delegating tasks to others as appropriate
- Plan the MP's internal communications and external stakeholder engagement and provide strategic advice on constituent matters on behalf of the MP where appropriate
- Provide high quality, efficient and effective support to the MP and interest groups as required
- Responsibility for managing all aspects of the budget, keeping the MP informed of all relevant financial matters and liaising with IPSA on office finance
- Support and manage the recruitment of staff for the MP's office
- There may be requirement for the role holder to work outside of the normal working hours, including attending events with the MP as required

Additional responsibilities

Full driving licence

Line Manage administrative staff

Make sure the MP is resourced, briefed and

supported in parliament and the constituency

Job Description

Executive Office Manager

The Office of: Sarah Champion - Rotherham

Employee Name: dddd

Job title

Executive Office Manager

Salary band £30000 - £52793

Location Outside London

MP Signature:

MP Print:

Date:

Employee Signature:

Employee Print:

Date: