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| Executive Assistant |
| Nest Invest |
| **Grade:** 4 |

# Directorate overview

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| The Nest Invest team is responsible for investing members’ contributions in order to grow their retirement pots over the long-term.  The responsibilities of the team include:   * Asset allocation and portfolio risk management * Manager selection and monitoring * Responsible investment * Investment communications * Fund administration * Investment technology and financial modelling * Contributing to the development of the investment proposition   From December 2019, all the Nest Investment team and the Investment Operations team were seconded into Nest Invest Ltd (Nest Invest), the investment subsidiary of Nest Corporation.  Nest Invest Ltd (Nest Invest) is authorised and regulated by the Financial Conduct Authority (FCA). For the role holder, this means working in a regulated entity, and being required to adhere to certain rules and behaviours included in the FCA’s Code of Conduct (COCON), specifically the individual Conduct Rules defined by the FCA. |

# The role

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| We’re looking for an Executive Assistant to provide hands-on support to the CEO of Nest Invest and their teams. The Executive Assistant will work closely with the senior management across Nest Invest to ensure key meetings are effective and milestones are met, and to support the smooth administration of Nest Invest processes.  Nest Invest has approx. 60 employees across various teams with busy work levels. We are looking for an Executive Assistant who is able to provide excellent support, which provides the basis for the team to deliver world-class service.  Reporting into the Assistant Investment Delivery Manager, the Executive Assistant will be part of a team of other assistant who support the team by working to deliver the objectives of Nest Invest.  Nest Invest is committed to helping employees develop their skillsets and progress in their careers and a variety of training opportunities will be available. |

# Scope and deliverables

## Accountability

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| * Diary management for the Directors and their teams, including setting up and prioritising internal and external meetings, managing logistics and assisting with agendas. * Arranging team meetings and team events, producing agendas, circulating documents and minute-taking as required. * Manage team finance processes including expense management, record keeping and purchasing goods or services in line with internal processes. * Organising travel for the wider team in alignment with relevant policies. * Handling internal and external queries in a timely manner and escalating priority items based on an understanding of current issues. * Managing IT requests and leading on new starter set-up and leaver processes for the team. * Supporting the team in meeting governance, compliance and reporting requirements and ensuring internal assurance and compliance processes are adhered to and understood within the team. * Providing general administrative support to enable the smooth running of all aspects of Nest Invest business.   Support team development and promoting the right culture for Nest Invest. |
| * To provide administrative and operational support to senior management as required * To deal with all matters in a confidential and timely manner and be trusted implicitly with sensitive information * Liaise with senior internal stakeholders and external suppliers as required in support of various activities. * Contribute to the wider business support community by shaping processes and through leveraging best practice. * Provide cover for Business Support colleagues during periods of absence |

## Deliverables

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| * Diary management for the senior manager(s), including setting up and prioritising internal and external meetings, managing logistics and assisting with agendas and tracking actions. * Ensure the senior manager(s) is fully prepared for all meetings by co-ordinating briefings internally. * Inbox management for the senior manager(s) including, flagging urgent emails and prioritising as appropriate. * Commissioning and actioning work across the team on behalf of senior management * Handling internal and external queries in a timely manner and escalating priority items to the senior manager(s) based on an understanding of current issues. * **Managing IT requests and leading on new starter set-up and leaver processes for the team.** * **Manage team finance processes including expense management, record keeping and purchasing goods or services in line with internal processes.** * Organising travel and advising the wider team on relevant policies * Taking responsibility for discrete pieces of work or projects on behalf of the senior management |

## Relationships and autonomy

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| * Strong experience of providing administrative support in a demanding professional environment * Proficient user of Microsoft Office applications and able to learn new IT systems quickly * Experience of developing internal networks to achieve results |
| * Build strong relationships with the investment team and more widely across Nest. * Work with limited supervision from senior management on a day-to-day basis and provide timely and concise updates on progress. * Work with Business Support colleagues within Nest, sharing knowledge, covering for each other, and coming together on projects when required. |

# Role requirements

## Experience and technical skills

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| The successful candidate will be able to demonstrate the following experience and technical skills:   * Significant experience managing multiple complex diaries * Experience of providing administrative support in an office environment * Proficient user of Microsoft Office applications and able to learn new IT systems quickly * Experience of developing internal networks to achieve results |

## Personal attributes

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| The role will require someone with the following personal attributes:   * First class interpersonal and communication skills * Comfortable liasing with both internal and external senior stakeholders (Board level) * Strong organisational skills with attention to detail in planning and reporting * Ability to work independently and make informed decisions / apply judgement * Flexible attitude and enjoys working in a demanding and ever changing environment * Pragmatic, solution-orientated, and focused on getting the job done * Ability to build successful working relationships across a diverse working culture * Strong work ethic including time management and ability to work to deadlines * Demonstrates absolute discretion when handling confidential or commercially sensitive information |

## Differentiators

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| Nest Invest is a high performing team with a mandate to invest members’ contributions in order to grow their retirement pots. The executive assistant will be a demanding but equally rewarding position, within a friendly, supportive, experienced, and professional team. In exchange for hard work, a flexible and commercial attitude and a willingness to do what it takes to get the job done, there will be ample opportunity to both learn new, and hone your existing skills. |

Education, qualification and professional membership requirements

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| Significant relevant experience. |

## Regulatory requirements

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| The role holder will be trained in and subject to adhere to the FCA Individual Conduct Rules as per the requirements in the FCA’s Senior Managers and Certification Regime. |

## Working pattern

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| Full time, hybrid (expectation is 2 to 3 days per week in office). |

## Grade Descriptor

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| Grade: 4 |
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