



Candidate Information

Executive Assistant to the Director

February 2026



Thank you for your interest in this exciting Executive Assistant (EA) role, supporting me in my role as Director of Transport & Economy.

I am looking for a highly organised, proactive, resilient and skilled individual who thrives in a fast-paced and complex environment. As an experienced EA with a background in supporting senior managers, you will support me in all aspects of my role to support the growth of Warwickshire's economy, develop our transport network, provide effective public transport solutions, and increase community safety and wellbeing.

It's important that we work closely together, and that you are confident to act on my behalf where appropriate, providing an open and welcoming environment for colleagues, Councillors and partners. You will be able to navigate detailed schedules, multi-task, develop strong working relationships with internal and external colleagues, bring a 'can do' approach to solving problems, and keep calm in high pressured situations.

The EA role is unique, varied and challenging but contributes to us delivering excellence for our residents and partners, alongside building great working relationships.

If this sounds like you, I hope you decide to apply, and I look forward to meeting you.

Dave Ayton-Hill, Director of Transport & Economy

The Executive Assistant Role

Our Executive Assistant roles are varied and exciting. From coordinating and directing correspondence, arranging meetings and travel arrangements, to preparing documents, collating briefings, and ensuring the Director has all they need in preparation for their working day, the role has much to offer.

You will act as a gatekeeper for the Director, being the first point of contact for requests and enquiries, and responding on their behalf with professionalism, sound judgement, tact and diplomacy. A high level of attention to detail is imperative.

Managing report governance schedules, logging and progress chasing actions, preparing agendas and taking comprehensive minutes, you will demonstrate a high level of proactivity and be prepared to go the extra mile to get the job done.

Anticipating the Director's needs and exercising initiative, you will ensure the smooth operation of the Director's working day to make sure their time and energy is used where it is of most value. Being flexible in your approach, you will also provide support to the Heads of Service who report to the Director to ensure the smooth running of the Transport & Economy Senior Leadership Team.

Working as part of our Executive Support Team, you'll work closely with EA colleagues both within the Communities Directorate and the wider County Council, each providing dedicated and efficient support to colleagues within the Council's Leadership Team.



Welcome to Warwickshire County Council

Warwickshire County Council is an award-winning local government organisation at the heart of democracy.

As a local authority committed to excellence, we have a wide range of roles. Whether this is providing specialist care and support to the most vulnerable in our communities, or championing Warwickshire as a choice for business through to our work to promote economic growth and innovation.

Warwickshire is famous the world over as Shakespeare's county — but that's only half the story. We're also vibrant and modern. One of the fastest growing commercial regions in the UK, we're home to many leading companies and developing exciting opportunities for everyone who lives and works here.

We pride ourselves on being an innovative employer who likes to encourage new ways of working.



The Transport & Economy Service



The Transport & Economy Service sits within the County Council's Communities Directorate, and brings together the four service areas responsible for:

- Transport Delivery, including Home to School Transport & County Fleet Maintenance
- Transport Strategy & Road Safety, including Civil Parking Enforcement
- Trading Standards & Community Safety
- Economy & Skills

The service is home to a range of front-line services including public and school transport; road safety; parking; fleet maintenance; calibration services; and transport planning. The service also supports businesses to grow and helps residents get the skills and support they need to secure employment.

Much of our work is carried out in partnership with other agencies and organisations as the best way to provide for the people of Warwickshire.

Our staff are based in offices, business centres and depots throughout the county, and we are supported by portfolio-holding County Councillors who are responsible for certain areas of our work.

We aim to promote sustainable development and ensure Warwickshire is the best place to live and work – now and in the future. Our services make economic, social and environmental improvements for the benefit of Warwickshire's residents.

The Transport & Economy Structure



**Director of Transport & Economy
David Ayton-Hill**

Executive Assistant

**Head of
Transport Delivery**

Lilian Hunter

**Head of
Employability &
Skills**

Fay Winterburn

**Head of Economy
& Growth**

Isobel Woods

**Head of Transport
Strategy & Road
Safety**

Neil Lissimore

**Head of Trading
Standards &
Community Safety**

Leon Livermore



How to Apply

- Please apply by completing your application on our jobs portal at: www.warwickshire.gov.uk/jobs
- Closing date for completed applications: Monday 2nd March 2026 (midnight).
- Interviews are planned to take place during w/c 9th March 2026 at Shire Hall, Warwick.

[For further information, please see the job description and person specification.](#)

For any questions, additional information about the role or the application process please email Kirsty Sharp, EA to the Executive Director:

kirstysharp@warwickshire.gov.uk

Benefits

This position is full time, 37 hours per week. The role's primary base is Shire Hall in Warwick; however, we offer an agile working approach, with a blend between office and remote working.

We also have a great employee benefits package which you can take advantage of, including:

- ✓ LGPS (Local Government Pension Scheme)
- ✓ Generous holiday allowance
- ✓ Ability to purchase additional annual leave
- ✓ Car lease scheme
- ✓ Shared cost AVC pension scheme
- ✓ Health cash plan
- ✓ Cycle to work scheme
- ✓ Free staff parking at our Warwick office
- ✓ Employee lifestyle discounts scheme
- ✓ Discounted local gym memberships
- ✓ Health & wellbeing support
- ✓ Multiple staff networks
- ✓ Enhanced family friendly policies.

