

Candidate Information

Executive Assistant to the Director

November 2026



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

I am looking for a highly organised, proactive, trustworthy, 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 long-term future of Warwickshire as a place, ensuring the county is the best place to live and work – now and in the future.

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, demonstrate a strong level of initiative and intelligence, and develop strong working relationships with internal and external colleagues. We're looking for someone who will bring a 'can do' approach to solving problems, with the ability to remain calm in high pressured situations.

The EA role is unique, varied and challenging but contributes to us delivering excellence for our residents and partners. Access to your own transport would be valuable in this role as you would be welcome to accompany me on site visits around the county to see the work we do out in Warwickshire's communities.

If this sounds like you, please do apply and I look forward to meeting you.

Steve Smith, Director of Infrastructure, Planning & Environment

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 are 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 Infrastructure, Planning & Environment 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 Infrastructure, Planning & Environment Service



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

- Planning and Environment, including ecology and archaeology
- Waste Management and Country Parks
- Strategic Planning and Regeneration, including HS2 and digital connectivity
- Sustainability

The service is home to a range of front-line services including Planning; the Council's HS2 team; Flood Risk Management; Archaeology Warwickshire; Waste Management; Country Parks & Green Spaces, and acts as the Highway Authority to provide advice on all planning applications. The service also supports communities, businesses and stakeholders to achieve greater sustainability, to adapt to climate change and to reduce consumption and its cost.

Our service has proudly hosted the Commonwealth Games, and the Women's and Men's Cycling Tours of Britain in recent years, drawing in thousands of spectators and raising the profile of the county. 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, depots, and at our Household Waste Recycling Centres and Country Parks 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 the long-term future of Warwickshire as a place and ensure the county is the best place to live and work – now and in the future. Our services facilitate sustainable development across the county for the benefit of Warwickshire's residents, and we welcome over 1 million visitors annually to our 1,200 acres of varied landscapes and diverse wildlife habitats.

The Infrastructure, Planning & Environment Structure



Director of Infrastructure, Planning & Environment
Steve Smith

Executive Assistant

Head of Planning & Environment

Pam Neal

Head of Waste & Country Parks

Andrew Pau

Head of Strategic Planning & Regeneration

Garry Palmer

Head of Sustainability

Sarah Stear



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 30th November 2026 (midnight).
- Interviews are planned to take place on Thursday 10th and Friday 11th December 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 offer a great range of opportunities for you to develop and grow within the County Council.

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.

