



JOB DESCRIPTION			
Job title	Chief of Staff		
Location:	6 Bevis Marks, London EC3A 7BA	Travel Required:	Yes
Reporting To:	CEO	Position Type:	Full time
About the role			
<p>To effectively support the Group CEO, and act as his right hand to ensure the smooth running of the CEO office. To ensure effective planning, delivery and follow through at Executive level, assisting and facilitating them in effective decision making. This role involves being a strategist, consultant and implementer.</p> <p>The Chief of Staff will work behind the scenes to solve problems, mediate disputes, and deal with issues before they are brought to the CEO. On occasions, act as a confidante and advisor to the CEO and as a sounding board for ideas.</p>			
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<p>ROLE AND RESPONSIBILITIES</p> <ul style="list-style-type: none"> • To co-ordinate the execution of strategic initiatives, with specific responsibility for delivery of key projects, ensuring co-ordination and realisation of benefits. • To ensure delivery and follow through of all the items discussed and to be actioned by the Executive Committee. • To undertake confidential assignments which require skill and discretion, ensuring liaison with internal and external stakeholders. • To be fully involved in the strategic and operational running of the PIDG group of companies, ensuring effective co-ordination of the Executive and smooth operation of CEO led initiatives. • To support the team in thinking strategically about how best to align and “join up” rather than working independently. • To pre read board and key committee papers for the CEO, highlighting the key matters of follow up, concern or success and ensuring that the CEO is fully briefed. To ensure that important messages are transmitted/translated for the CEO. • Provide expert input on critical operational issues i.e. infrastructure projects. • Support the CEO in forging new links with new funders. • Work with the Executive Team to ensure that the funding strategy for PIDG is effectively implemented, thereby driving the growth of the organisation. • Brief and/or prepare speeches, keynote presentations and briefing material, for the CEO, ahead of meetings, events and conferences. • Confidently represent the CEO at events and conferences as required. <p>QUALIFICATIONS AND EDUCATION REQUIREMENTS</p> <ul style="list-style-type: none"> • Degree qualification preferable. • Project Management (Prince), Lean or Six Sigma qualification/experience an advantage. • Minimum 5 years senior executive level experience. • Fluent in second language, preferably French. 			



SKILLS AND EXPERIENCE

- Proven track record of effectively interacting with senior stakeholders, both internally and externally.
- Experience of organising and co-ordinating programmes/projects across various business areas.
- Strategic thinker, with the ability to translate and operationalise strategy into action plans.
- Excellent presentation skills, both written and oral.
- Track record of delivery at pace, whilst bringing others with him/her.
- Experience of working at Exec/Board level, ideally in more than one organisation.
- Focuses on the success of the Executive team and the organisation.
- Credible stature to lead these functions and deputise for the CEO.
- The ability to identify and prioritise issues and activities that require the CEO's attention, the capacity to manage stakeholders both with, or on behalf of, the CEO.
- The necessary experience to advise the CEO and the restraint to remain in a specifically supportive role.
- Experience operating as a 'right hand', potentially from work in a private office or similarly structured organisation.
- The ability to 'manage upwards', particularly when influencing or passing on instructions to senior leaders.
- A proven track record of both personally delivering successful outcomes and enabling others to operate at their highest level. The insight to know which levers to pull and how to influence, or lead, in a manner appropriate to the current challenge. Maturity, robustness, calmness, and adaptability to circumstance.
- Sound judgement, confidence and a lack of need of being 'in the limelight'. Excellent communication skills with a variety of audiences allowing for them to 'lead from behind'.
- Sufficient IQ, EQ, and political insight to operate in a role which is broadly defined, varied, and Yes to frequently represent the voice of leadership.
- A professional style supported by a good sense of humour.
- A passion and commitment to the positive developments which PIDG enables.
- The versatility and linguistic capability to operate effectively in a number of international contexts.
- A background in infrastructure which will enable meaningful contributions to Executive Team discussions. Ideally, experience of infrastructure projects in multiple localities, especially the developing world.
- Highly confidential, with ability to win trust and be credible at the senior level.
- Able to take a pragmatic, common sense approach.

PIDG IS AN EQUAL OPPORTUNITIES EMPLOYER AND VALUES THE DIVERSITY OF ALL ITS EMPLOYEES, ASSOCIATES, DONORS, SERVICE PROVIDERS AND CUSTOMERS