

Job Description

Job title	Deputy Executive Assistant to Group Chief Executive Officer	Grade	B
Department	CEO Office		
Responsible to	CEO Office Operations Manager and Executive Assistant to the Group CEO and President		
Revision Date	19 March 2026		

Purpose of the job

The Institute of Physics is the professional body and learned society for physics in the UK and Ireland, inspiring people to develop their knowledge, understanding and enjoyment of physics. We work with a range of partners to support and develop the teaching of physics in schools; we encourage innovation, growth and productivity in business including addressing significant skills shortages; and we provide evidence-based advice and support to governments across the UK and in Ireland. Our members come from across the physics community whether in industry, academia, the classroom, technician roles or in training programmes as an apprentice or a student. However our reach goes well beyond our membership to all who have an interest in physics and the contribution it makes to our culture, our society and the economy. We are a world-leading science publisher and we are proud to be a trusted and valued voice for the physics community.

The Group CEO of IOP is the Group Chief Executive for the IOP and its subsidiary companies, the largest of which is IOP Publishing.

The role of Deputy Executive Assistant to the Group CEO is to provide support to the CEO Office Operations Manager and EA to the Group CEO and President to run the Executive Office. It will provide oversight of diary management for the Group Chief Executive, as well as providing ad hoc support to other IOP Executive Directors as and when required to ensure that the office is well organised and there is a strong relationship with the IOP Teams, Heads and Leads. The role must also maintain a strong and efficient liaison with the Governance, Audit & Risk Manager for relevant meetings, paper reviews and deadlines.

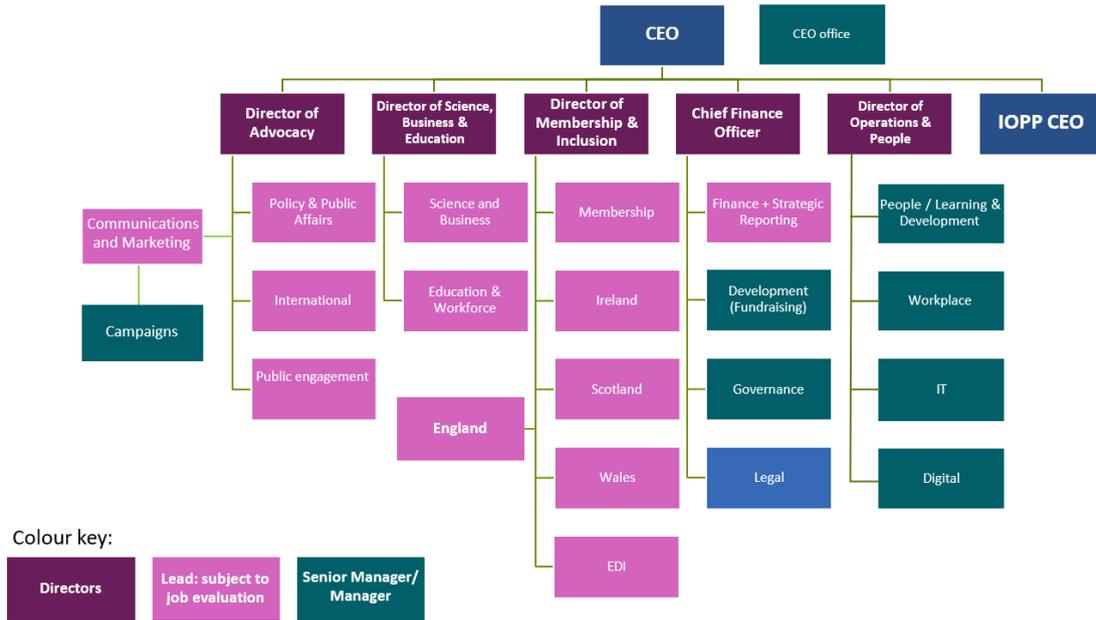
The role principally requires the taking of minutes and actions of Executive meetings, as well as oversight of complex diary management, event preparation, the drafting and dispatch of correspondence for the Group CEO, briefing and logistical preparations for meetings, forward planning, achieving an appropriate balance on desk time and stakeholder engagement, and making efficient and effective national and international travel arrangements.

The CEO Office is extremely busy and the role is required to respond quickly to fast-paced situations with an awareness of the IOP strategy and priorities. The role must secure and maintain the confidence and trust of internal and external stakeholders by demonstrating reliability, accuracy, political acuity, discretion and effectiveness.

<p>Context of the job</p>
<p>The Group Chief Executive Officer shapes and delivers the strategy and the charitable benefits of the IOP and provides executive management and leadership for the IOP and its group of companies. They also provide support to the President, Senior Officers and Council. The Group CEO, President and other Senior Trustees represent the IOP externally, including with government, business and other learned societies nationally and internationally. The Group CEO is supported in their role by the Group Chief Financial Officer, the Director of People and Operations, the Director of Science, Business and Education, the Director of Advocacy, and the Director of Membership and Inclusion who form the Executive Team.</p> <p>The CEO Office is a busy working environment in which evolving situations and conflicting priorities must be carefully managed. The Executive Team is the front face of the IOP, establishing and managing a range of high-profile stakeholder relationships nationally and internationally. The Office provides EA, PA and project management support to the Executive Team.</p> <p>This is a unique position within IOP, supporting and assisting the Group CEO in their duties and responsibilities, and in their interactions across the Group, with other organisations, and with key stakeholders in government, industry, and across the education sector.</p> <p>The role is responsible for assisting the CEO Office Operations Manager and EA to the Group CEO and President with managing the CEO Office including the organisational, administrative and secretarial duties of the team and is required to exercise complete discretion and confidentiality and use initiative without specific direction. The post holder will need to absorb the complexities of the IOP strategy, priorities and stakeholder relationships in order to make appropriate decisions on the use of the Group CEO's time.</p>
<p>Key decision-making in the job</p>
<ul style="list-style-type: none"> • Management of the travel and expenses budget for the CEO Office, an authorised signatory for the CEO budget up to £5K, manages expenses and foreign currency for the CEO, President and Senior Officers. • Leads on arrangements for programmes IOP hosted and other organisations-led events often within multiple locations for the Group CEO and the Executive Directors. • The post-holder often has to take complex prioritisation decisions in order to help the Group CEO to manage the schedule of commitments and to identify opportunities that join up a range of activities and will make efficient use of their time.
<p>Accountability of the job</p>
<ul style="list-style-type: none"> • A strong knowledge of IOP departments and key personnel, in particular the Leadership Group in the Institute and across all its subsidiary companies to allow the post holder to exercise political sensitivity to effectively direct issues and to make effective decisions as appropriate. • Maintain a strong relationship with IOP Publishing EA team and its directors and ensuring efficiency in regular Director meetings and meetings between the Group CEO and IOPP CEO. • Managing key relationships between the IOP's Group CEO's office and the equivalent offices of national and international organisations to maintain strong working relationships. • Extensive engagement with external stakeholders including at national and international level. • To take on leadership of short-term special projects that help the executive team respond to and complete initiative that arise and require a quick response and turnaround, and which can be strategically important to the organisation, its reputation and its brand.

Organisational Chart

The Institute of Physics is an open and inclusive organisation that welcomes and celebrates diversity.



Main responsibilities of the role

- To perform management and administrative duties, including:
- i. To assist the CEO Office Operations Manager and Executive Assistant to the Group CEO in managing the CEO office and the team including building strong relationships across the organisation to ensure the purpose of the office is well understood and there is an efficient and effective two way flow of information;
 - ii. accurately and effectively managing the complex diary commitments for the Group CEO, including effective planning and joining things up to capitalise on emerging opportunities;
 - iii. sensitively handling confidential information and managing CEO correspondence (including drafting when required, as well as overseeing despatch) and other inquiries;
 - iv. inbox management of the CEO Office accounts, triaging emails, keeping track of those requiring action;
 - v. timely, accurate and effective preparation of papers and briefings for the Group CEO;
 - vi. providing secretariat support for the monthly Executive Board meeting, regular IOP Executive catch-up meetings, and the IOP/IOPP Director meetings, preparing agendas, commissioning papers, collating and circulating meeting paper packs, and taking minutes and actions for each meeting;
 - vii. effective annual/monthly/weekly planning to ensure effective use of time and smooth running of itineraries;
 - viii. maintaining a filing system, including an electronic record of all correspondence and papers on Salesforce, and to ensure an up-to-date contact database;
 - ix. managing expenses and corporate credit card reconciliation as well as foreign currency for the Group CEO;
 - x. providing cover for other PAs to the Executive Directors when required;
 - xi. screening calls to help manage priorities.

•	Arranging overseas travel and other logistical arrangements (most months) and UK travel (most weeks) itineraries and arrangements. This involves taking decisions on the most efficient and effective use of time by leading on the development of programmes for the Group CEO, President and other senior trustees which maximize the opportunities and effectiveness of each location, liaising with local organisers.
•	Making logistical arrangements for travel, accommodation and compiling relevant documentation to support the visits.
•	Developing strong links with PAs across the Group companies to ensure effective coordination.
•	Providing support, as required, for key Institute events that involve the Group CEO, President, senior trustees and the Executive team.
•	Liaising and management with stakeholders – the Deputy EA to the Group CEO is frequently the front face of the IOP and its group of companies. They will therefore need to deal with correspondence and inquiries effectively in order to support the development of relationships and to present a positive impression of the IOP.
•	Undertake research and project work for the Executive Team; analysing, summarising the information and presenting it in a report or presentation format as required.
•	Keep abreast of current corporate priorities and issues, ensure that matters are referred to and dealt with by the appropriate person in the absence of the Group Chief Executive, including forward planning and chasing strategic actions.
•	Co-ordinate, organise and prepare briefing notes to ensure the Group Chief Executive has all relevant background information required to make decisions.
•	Assist the CEO Office Operations Manager and Executive Assistant to the CEO in preparing the CEO Office annual budget and monitor expenditure, identifying, investigating and reporting any significant variances in addition to processing credit card transactions to ensure compliance with financial regulations.
•	Carry out confidential work for other managers and/or Executive Board members as requested

Person Specification

We are looking for someone who...
<ul style="list-style-type: none"> • Has a drive for results, who can be counted on to meet or exceed goals successfully • Can manage and measure work effectively, taking responsibility for tasks and decisions • Is customer focussed and dedicated to meeting the expectations and requirements of internal and external customers / partners • Has great functional/technical knowledge and skills to do the job at a high level of accomplishment • Is committed to their personal learning, picking up on the need to change personal, interpersonal, and where applicable managerial behaviour quickly
Experience this person should have is...
<ul style="list-style-type: none"> • Proven relevant experience of high-level PA support. • Experienced in scheduling, organising, planning, servicing meetings, minute taking and the drafting of correspondence. • Demonstrate an awareness of the importance of confidentiality and effective governance. • Experience working in a fast-paced environment juggling priorities • Experience dealing with complex and confidential matters with tact, diplomacy and organisational and political awareness • Advanced knowledge of Microsoft Office applications: including M365, Word, PowerPoint, Excel and Outlook. • Experience of using CRM systems is desirable but not essential. • A professional qualification as executive or personal assistant is desirable but not essential.
Skills this person requires are...
<ul style="list-style-type: none"> • A proactive approach to problem solving with strong decision-making skills . • Strong organisational skills, with an ability to plan, prioritise and work on own initiative with good attention to detail. • Confident in challenging others to meet deadlines. • The ability to analyse written and numeric information quickly and confidently, draw conclusions and find solutions. • Confidence in handling difficult situations with discretion, tact and diplomacy and on behalf of the Group Chief Executive when required. • Able to build effective relationships with the Executive and wider Leadership Group. • Able to complete tasks to high standard and to tight deadlines in a changing environment. • Interpersonal communications at a senior level including members of the Council and Boards. • Strong professional communication skills, both written and verbal. • The ability to work co-operatively with others to achieve common goals. • The capability to explore different positions and alternatives so as to reach outcomes that gain acceptance of all parties. • The ability to bring others to your way of thinking diplomatically. • Able to work with minimum supervision, prioritise workload, and handle multiple tasks. <p>Line manager skills:</p> <ul style="list-style-type: none"> • The capability to promote and generate co-operation, so to achieve collective outcomes; fosters the development of a common vision.