

JOB PROFILE

Post No.	30291 - 30295
Post Title:	Personal Assistant
Unit/Team:	PA Team
Grade:	Grade D
Service:	Legal & Governance
Reports to:	Democratic and Leadership Support Lead Officer
Issue Date:	January 2025

PURPOSE OF THE JOB

Working as part of a team under the direction of the Democratic and Leadership Support Lead Officer to provide administrative support to the Council's Leadership Team and the Leader of the Council (if required), in accordance with the Council's Member-Officer Protocol.

To work as a team to ensure that a consistent and proactive service is provided.

1. ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- 1.1 Provide a comprehensive, confidential and highly efficient administrative support service for the members of the Leadership Team.
- 1.2 Use own initiative to manage the day-to-day activities of Leadership Team through effective problem solving, diary and email management, arranging appointments and providing papers and support for corporate meetings.
- 1.3 Provide essential back-up for other PAs in the PA Team.
- 1.4 Receive and answer telephone calls and emails on behalf of Leadership Team, as required, in a polite and courteous manner.
- 1.5 Prepare agendas and papers, attend and minute any corporate meetings for Leadership Team and external partner organisations as required.
- 1.6 Manage bring forward/reminder systems on behalf of Leadership Team.
- 1.7 Maintain high standards of confidentiality and ensure compliance with data protection and information security standards.
- 1.8 Undertake straightforward research and investigation exercises on behalf of Leadership Team.

2. OTHER DUTIES AND RESPONSIBILITIES

- 2.1 Provide secretarial support for private and confidential matters for service managers if requested by a member of Leadership Team.
- 2.3 Ensure that any urgent matters for Leadership Team are dealt with by service managers when recipients are out of the office.
- 2.4 Be aware of Health and Safety legislation and, so far as is reasonably practicable, ensure compliance with the Health and Safety at Work Act and the Council's Safety Policy.
- 2.5 Undertake any such other reasonable duties as management may require.

3. SUPERVISORY RESPONSIBILITIES

None.

4. FINANCIAL RESPONSIBILITIES

Raising purchase orders and goods receipting on Agresso system.

Responsible for signing off up to £500.00.

Responsible for corporate credit card to the value of £2,000.00 each.

5. RESPONSIBILITY FOR ASSETS AND DATA

Responsible for Council data in systems and databases.

6. EXTENT OF PUBLIC CONTACT

The postholder will have extensive contact with Leadership Team and service managers.

Externally, the post holder will have regular contact with Councillors, members of the public, officers in other local authorities and external organisations.

7. WORKING CONDITIONS AND ENVIRONMENT

Office based, with hybrid working dependent on business need and in accordance with the Council's hybrid working policy.

8. CORPORATE RESPONSIBILITIES

All staff have to act within the Council's rules and follow all reasonable management requirements. These are contained within: the Council's Standing Orders, Employment Policies, Constitution and Code of Conduct for Employees. Other documents may be introduced at times setting out rules of the Council. These will cover responsibilities and requirements for the following:

Financial Accounting
Equality and Diversity
Health and Safety
Risk Management
Anti- Fraud
Data Quality and Data Protection
Business Continuity
Major Emergency Plan
Safeguarding Adults and Children

Copies of the relevant rules and policies are available on the staff intranet or from your manager

In addition, all employees are expected to behave in line with our Values and Behaviours and challenge other employees whose behaviour is against our values.

9. KNOWLEDGE, SKILLS, EXPERIENCE AND QUALIFICATIONS

Refer to Person Specification attached.

Signed as agreed:

Postholder

Date

PERSON SPECIFICATION



Post: Personal Assistant

For effective performance of the duties of the post the postholder will be able to demonstrate that they have the skills and/or knowledge detailed in 'Essential Criteria'.

Criteria	Essential/ Desirable	Method of Assessment
Experience of working as a Secretary or Personal/Executive Assistant at senior management level	E	A, I
Excellent written and numerical skills	E	A
The ability to communicate in a clear, concise and diplomatic manner with councillors, officers at all levels and with members of the public, both verbally and in writing.	E	A, I
The ability to work under pressure and prioritise tasks to meet service standards and deadlines.	E	I
Excellent IT skills and, in particular, the ability to use Microsoft Office software	E	A
Proven meeting support and minute taking skills	E	S, T
Advanced interpersonal skills	E	A, I
Use of initiative and the ability to work without constant supervision.	E	A, I
Able to work effectively as part of a team	E	A, I
A commitment to work within our CAN DO values	E	A, I
A knowledge of Local Government.	D	I
The ability to demonstrate political awareness and diplomacy	D	I

Application	A
Interview	I
Test (written, presentation, practical – e.g. word processing)	T
References	R
Documentary – e.g. certificates	D