JOB DESCRIPTION

Bracknell Forest Council

Job Title	PA to Assistant Director

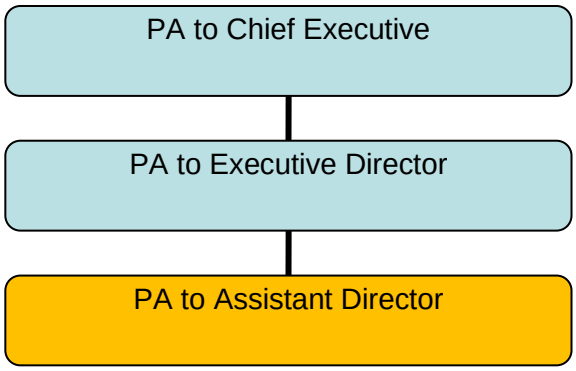
Salary	£22,911 - £27,905 plus local weighting of £609 per annum

Directorate:	People	**Section/Location**	Time Square
Grade/Salary Range:	BG-H SCP 15 – SCP 24	**Work style:**	Home-flex

Key Objectives of the role

- To provide excellent office support to the Assistant Director
- To be part of a team of PA's supporting the Directorate
- To offer a professional, flexible, "can-do" approach

Designation of post and position within departmental structure



Daily and monthly responsibilities

1. To provide proactive support to Assistant Directors, including some secretarial and high-level administrative duties, screening telephone calls, answering ad hoc queries and requests.

2. To be responsible for diary management to include; making arrangements for meetings, workshops and other events as required (including travel / accommodation arrangements).

3. Collate the timely preparation and circulation of agendas, minutes and papers, taking minutes of meetings and following up action points.

4. Assisting with the preparation of reports and presentations including background research if necessary, using online tools or background research with other Councils.

5. Producing confidential documents, briefing papers, reports and presentations etc.

6. Devise and maintain a system of electronic filing for records and information ensuring it is readily available but maintained in a confidential and secure environment.

7. Carrying out specific projects and research as required.

8. Making decisions as appropriate and delegating work to others in the Assistant Director's absence.

9. Where necessary to provide support to other Assistant Directors.

Such other duties as may from time to time be necessary, compatible with the nature of the post. It should be noted that the above list of main duties and responsibilities is not necessarily a complete statement of the final duties of the post. It is intended to give an overall view of the position and should be taken as guidance only

Scope of role

No budgetary responsibility.

Such other duties as may from time to time be necessary, compatible with the nature of the post. It should be noted that the above list of main duties and responsibilities is not necessarily a complete statement of the final duties of the post. It is intended to give an overall view of the position and should be taken as guidance only

Bracknell Forest Council

PERSON SPECIFICATION

KEY CRITERIA	ESSENTIAL	DESIRABLE
Skills and qualifications	English and Maths GCSE at grade c or above (or equivalent) PA/Secretarial and administrative qualifications	A-level qualification ECDL
Competence Summary (Knowledge, abilities, skills, experience)	Excellent ICT skills, particularly the Microsoft Office programmes such as Word, Excel and PowerPoint Experience as a secretary/administrator with experience of managing multiple diaries and working to more than one manager Excellent interpersonal skills with the ability to communicate clearly and confidently with officers at all levels in the Council, Members, outside bodies and the public The technical capabilities and self discipline to work in a remote environment	Negotiating skills Experience of working at a Senior level Experience of working in a remote environment

	Experience of working under own initiative and multitask as required Experience of prioritising to meet deadlines and targets Ability to think ahead and forward plan Problem solving skills / experience Ability to work as part of a team and assist other staff and management to meet their deadlines and targets Proof reading skills Report writing skills Experience of preparing and setting up presentations	
Work-related Personal Requirements	Excellent attention to detail Discrete and used to dealing with confidential material Flexible, willing to assist and respond to requests Good customer care skills Prepared to be reasonably flexible in work hours to meet the requirements of the job	Creative and innovative

Role models and demonstrates the Council's values and behaviours