

JOB DESCRIPTION

Job Title:	Directorate Personal Assistant		
Directorate:	People	Salary:	£29,093 - £34,314 plus London Weighting £706
Section:	PA Team	Grade:	BG-H SCP 15-24
Location:	Time Square	Work Style:	Flexible

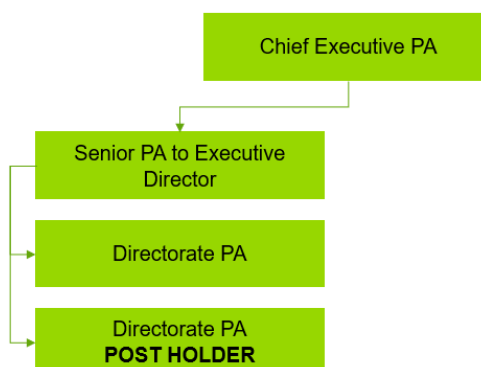
Key Objectives of the role

To provide proactive and flexible support, anticipating the needs of the allocated assistant directors to enhance their efficiency and organisation.

To provide high quality, confidential support for the assistant directors within the directorate, in all aspects of work, exercising the discretion expected of a senior management PA.

To be professional in conduct in representing the senior management team of the directorate.

Designation of post and position within departmental structure



Daily and monthly responsibilities

- To provide proactive support to the director(s), including secretarial and high-level administrative duties, screening telephone calls, answering ad hoc queries and requests – routine and non-routine.
- Efficient diary management to include, making arrangements for meetings, workshops and other events as required (including travel/accommodation arrangements).

- Efficient email management, triage of emails, coding for prioritisation and actioning and responding where possible.
- Collate the timely preparation and circulation of agendas, minutes and papers, taking minutes of meetings, where required, and following up action points.
- Assisting with the preparation of reports and presentations including background research as required ensuring reports meet corporate timescales.
- Producing confidential documents, briefing papers, reports etc.
- Making decisions as appropriate and delegating work to others in the assistant director's absence.
- Provide support to other members of the senior leadership group as required, and particularly in the short-term absence of their other PAs.
- Provide directorate support such as in coordinating FOI, complaints and SAR responses and coordinating expenses claims and invoice support for the director.

Scope of role

No budgetary responsibility.

Will need to liaise with Councillors, Cabinet Members and senior management on a daily basis and be comfortable managing this engagement. Commitment to the Council's Equal Opportunities policy at all times.

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Commitment to working within the bounds of the Data Protection Act and GDPR legislation at all times.

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.

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PERSON SPECIFICATION

KEY CRITERIA	ESSENTIAL	DESIRABLE
Skills and qualifications	<p>Minimum A level education or equivalent or equivalent.</p> <p>PA/Secretarial and administrative qualifications.</p>	<p>Microsoft Office certification/training</p>
Competence Summary (Knowledge, abilities, skills, experience)	<p>Experience supporting a group of Assistant Directors covering extensive, well planned, diary management.</p> <p>Proficient in using MS Office independently and effectively. This includes sharepoint, outlook, word, powerpoint and excel.</p> <p>Ability and evidence to proactively think ahead and forward plan effectively.</p> <p>Ability to manage competing and varied priorities.</p> <p>Confident negotiating skills.</p> <p>Ability to create appropriate communication materials, such as letters, emails, presentations and documents.</p> <p>Problem solving skills and accurate numeracy – works accurately with figures.</p> <p>Accurate keyboard skills.</p>	
Work-related Personal Requirements	<p>Excellent organisational and communication skills.</p> <p>Professional in all aspects on conduct when acting on behalf of the assistant directors. Including understanding of political sensitivity.</p> <p>Attention to detail and accuracy.</p> <p>A positive attitude and approach to problem solving.</p>	

	Discrete and used to dealing with confidential material.
	Able to work independently using own initiative.
	Able to work effectively under pressure in a busy, diverse and demanding environment.
Other Work Requirements	Prepared to be reasonably flexible in work hours to meet the requirements of the job.
Role models and demonstrates the Council's values and behaviours	<p>Our values define who we are. They outline what is important to us. They influence the way we work with each other – and the way we serve our residents and engage with our communities.</p> <p>We make our values real by demonstrating them in how we behave every day.</p>

All staff should hold a duty and commitment to observing the Council's Equality & Dignity at Work policy at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and Council policies/procedures.

