

Job Description

Department: ANY

Division/Section: ANY

Job Title: EXECUTIVE ASSISTANT

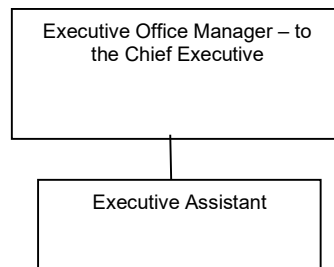
Post No:

Grade: Grade 8

Reports to: Executive Office Manager to the Chief Executive

**Organisation
Chart:**

Show immediate
manager and any
jobs reporting to
this post.



**CRB Check
applicable?**

Standard ☒ **Enhanced** ☐ **None**

**Is post exempt under the Rehabilitation of Offenders Act
1974 in respect of declaration of spent convictions?**

Yes ☐ **No** ☒

**Line Management
responsibility for:**

No. of direct reports: 0

No. of indirect reports: 0

Size of budget: No budget responsibilities but responsible for raising and processing invoices in line with organisational policy.

Job Purpose: To provide a full executive and personal assistant service to Cabinet Members and the Office Manager to Leader of the Council to enable the responsibilities and functions of that office to be discharged in an efficient and effective manner.

Main Duties and Responsibilities:

1. To manage the office of their manager to action, prioritise and monitor the workload and deal with as appropriate, particularly in the absence of the manager.
2. To be the first point of contact with senior officers, councillors, central and regional government offices, external partners, stakeholders and other such organisations the Council comes into contact

with.

3. To pro-actively manage the diary schedule to allow for work commitments, external commitments, deadlines and needs of the Council to be completed in a timely fashion.
4. To understand and be aware of political, strategic and policy issues and be able to deal with situations as and when they may arise whilst maintaining political impartiality at all times.
5. To liaise with and provide an effective and professional personal and telephone interface with Members of the Council, senior officers, members of the public and representatives of external organisations.
6. To receive, prioritise and deal with telephone calls and correspondence, including replying on behalf of their manager as and when necessary.
7. To prepare information, reports and correspondence and to undertake projects, as directed by their manager, using tact, persuasion and advocacy as appropriate.
8. To progress, chase and co-ordinate their manager's correspondence, including researching and seeking information and responses from senior officers of Council Departments, external organisations, elected Members, Members of Parliament and other relevant sources.
9. To be responsible for travel and itinerary arrangements that may be necessary for their manager to carry out their duties, submitting the necessary expense claims as and when required.
10. To assist with the preparation and organisation of presentations, seminars and other events.
11. To prepare agendas, organise presentations and refreshments, attend and minute meetings, as and when required outside of normal working hours.
12. To establish and maintain office procedures for their manager's outer office and develop sound organisational support arrangements.

Generic Responsibilities: To carry out all responsibilities with regard to the Council's Equalities Policy and Procedures and Customer Care Policy.

To comply with all Health & Safety at work requirements as laid down by the employer.

Flexibility Clause: Other duties and responsibilities express and implied which arise from the nature and character of the post within the department (or section) mentioned above or in a comparable post in any of the Organisation's other sections or departments.

Variation Clause: This is a description of the job as it is constituted at the date shown. It is the practice of this Authority to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate manager in consultation with the postholder.

In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible the Head of Service reserves the right to make changes to your job description following consultation.

DATE: December

COMPLETED BY:

Person Specification

JOB TITLE: EXECUTIVE ASSISTANT

POST NO:

GRADE: Grade 8

DEPARTMENT:

DIVISION: ANY

DIRECTOR:

DATE: December 2014

COMPLETED BY:

[At the end of each criteria the following codes are used to indicate how the criteria will be assessed: (A) Application / (I) Interview, (P) Presentation, (W) Written Test. Add any other codes used here.]

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
KNOWLEDGE	<ul style="list-style-type: none"> Knowledge and understanding of secretarial and administrative processes in a large and diverse organisation. 	<ul style="list-style-type: none"> Knowledge and understanding of the workings of Local Government. Awareness of, and sensitivity to Peterborough's political composition
SKILLS & ABILITIES	<ul style="list-style-type: none"> Excellent inter-personal and organisational skills. Ability to prioritise and organise own workload and to work on own initiative within tight deadlines. Ability to communicate information both orally and in writing in a clear, articulate and objective way. High level of tact, diplomacy & discretion 	<ul style="list-style-type: none"> Ability to take shorthand/use equivalent speedwriting skills. Ability to work effectively at a senior level in a political environment and to show political awareness and sensitivity whilst remaining impartial.
EXPERIENCE	<ul style="list-style-type: none"> Demonstrate successful experience in a PA/secretarial role at senior level Experience of and an understanding of the importance of confidentiality when working with politically sensitive and confidential information. Experience of working effectively at senior level. Experience of conducting research and undertaking project work with minimum supervision. Experience of Microsoft Office systems including Word, Outlook, Excel, PowerPoint, E-mail and the Internet. Experience of word processing, audio typing 	<ul style="list-style-type: none"> Experience of diary management at senior level (including working with an electronic diary system within the last 3 years).

	and copy typing.	
QUALIFICATIONS	<ul style="list-style-type: none"> • GCSE standard Mathematics and English or equivalent. • RSA III typing skills or equivalent. 	<ul style="list-style-type: none"> • Computer skills to ECDL standard or equivalent.
PERSONAL CIRCUMSTANCES	<ul style="list-style-type: none"> • The nature of this post requires the postholder to have flexible and adaptable working practices. 	
EQUALITY	<ul style="list-style-type: none"> • Candidates must demonstrate understanding of, acceptance and commitment to the principles underlying equal opportunities. 	
CUSTOMER CARE	Knowledge and understanding of effective customer care.	