

Job Description

For Secretarial Positions

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

Role Details

Job Title:	Personal Assistant to Director	JEID	SE002
Salary Grade:	Grade G		
Team:	Economy and Place		
Service Area:	Communities Directorate		
Primary Location:	Shire Hall, Warwick		
Political Restriction	This position is not politically restricted.		
Responsible to:	PA to the Executive Director for Communities		
Responsible for:	N/A		

Role Purpose

As the Personal Assistant to the Director, you will be working in a fast paced and changing environment providing a high level secretarial and administrative service tailored to individual requirements. This role will involve building effective relationships with internal colleagues and a range of external stakeholders, to provide proactive, effective and efficient support to the Director.

Role Responsibilities

In addition to the streamlined duties outlined below, it is expected that the postholder will ensure the effective provision of support to the Director including:

- Email management; including taking appropriate independent action and responding on the Director's behalf where appropriate
- Diary management; including arranging and coordinating meetings, booking conferences and making travel arrangements
- Organisation and administration of Senior Leadership Team meetings and a range of other meetings, including agenda preparation, forward planning and minute taking
- Collation of information to prepare subject-specific briefing notes
- Managing a range of report governance deadlines; including proof-reading and formatting of reports
- Managing timely responses to correspondence and complaints
- Taking accountability for expenditure against the Director's budget and maintenance of accurate records as appropriate.

- Provision of proactive support to members of the Director's Senior Leadership Team, where appropriate.

Section B: Generic Role Profile

The generic role profile provides a list of the main tasks that cover the broad range of duties and responsibilities performed at this level for the job role. An employee may not be undertaking all of these at any one time, but they could be expected to do so under their contract of employment.

Generic Role Details

Job Role:	PA / Secretary – Level 2
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Main Tasks

- To ensure the management of office support and incoming enquiries, including taking independent action where appropriate to resolve administrative matters and those not requiring expertise.
- To undertake research and information gathering activities, including liaising with other relevant officers and outside agencies and bodies.
- To provide direct support in handling and management of e-mail and written correspondence incoming to the office of the relevant manager.
- To be responsible for diary management ensuring liaison with all relevant parties to organise meetings and schedules effectively.
- To provide full secretarial support in relation to the production of correspondence and records, including word processing, electronic and manual filing systems, dictation, production of agendas and taking informal notes/minutes of meetings etc.
- To ensure the courteous, effective and efficient organisation of and support to visitors, including ensuring booking of rooms and refreshments as necessary.
- To maximise the use of ICT in order to enhance the efficiency and quality of support and service provision, e.g. use of relevant databases and the full range of software to the level of a standard user.
- To ensure compliance with all relevant financial procedures, including responsibility for the monitoring of budgets, authorisation of small amounts of expenditure from agreed budgets and undertaking negotiations with external suppliers as required to achieve value for money.
- To be responsible for the day to day supervision of one or more clerical or secretarial staff.

Section B: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

Essential Criteria

Assessed By:

Good literacy and numeracy skills	A/I/T
NVQ Level 3 in Business Administration or equivalent	A/I
To be able to independently interpret and analyse information and facts to solve varied problems	A/I/T
The ability to communicate complicated or sensitive information with varied audiences in person and/or writing	A/I/T
Experience of a range of Office systems including the ability to use a keyboard with a high level of precision and speed	A/I
The ability to use own initiative to respond independently to difficult problems and unexpected situations	A/I
To be able to work under pressure including meeting deadlines and dealing with interruptions	A/I
The ability to cope in situations where there is an emotional demand arising from the work being undertaken.	
Ability to supervise a small team, including work allocation, monitoring performance management and support	A/I
Experience of monitoring financial accounts including the ability to independently manage a small budget	A/I
Experience of handling and processing manual or computerised information	A/I

Desirable Criteria

Assessed By:

Previous experience of using Microsoft 365 applications, including email and calendar functions	A/I
Knowledge of the role of the County Council, and the work of the Communities Directorate within the wider local authority context	A/I
Awareness of the current demands and pressures on local authorities	A/I
Experience of working with senior officers	A/I

Section C: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities for your role as specified within Warwickshire County Councils Health and

Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.

Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.

<input type="checkbox"/> Provision of personal care on a regular basis	<input type="checkbox"/> Driving HGV or LGV for work
<input type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input type="checkbox"/> Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)
<input type="checkbox"/> Working at height/ using ladders on a regular/ repetitive basis	<input checked="" type="checkbox"/> Restricted postural change – prolonged sitting
<input type="checkbox"/> Lone working on a regular basis	<input type="checkbox"/> Restricted postural change – prolonged standing
<input type="checkbox"/> Night work	<input type="checkbox"/> Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/> Rotating shift work	<input type="checkbox"/> Manual cleaning/ domestic duties
<input type="checkbox"/> Working on/ or near a road	<input type="checkbox"/> Regular work outdoors
<input checked="" type="checkbox"/> Significant use of computers (display screen equipment)	<input type="checkbox"/> Work with vulnerable children or vulnerable adults
<input type="checkbox"/> Undertaking repetitive tasks	<input type="checkbox"/> Working with challenging behaviours
<input type="checkbox"/> Continual telephone use (call centres)	<input type="checkbox"/> Regular work with skin irritants/ allergens
<input type="checkbox"/> Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/> Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/> Work requiring respirators or masks	<input type="checkbox"/> Work with vibrating tools/ machinery
<input type="checkbox"/> Work involving food handling	<input type="checkbox"/> Work with waste, refuse
<input type="checkbox"/> Potential exposure to blood or bodily fluids	<input checked="" type="checkbox"/> Face-to-face contact with members of the public
<input type="checkbox"/> Other (please specify):	