

Job Description

Job Title	Personal Assistant
Function	Corporate Support
Cluster	Business and Commercial Services
Grade/Level:	4 / E
Reports to:	Business Partner; Executive Team
Responsible for:	
Budget Responsibility	None
Job Purpose:	To enhance the effectiveness of the Joint Management team, Leaders and Cabinets by providing proactive and flexible business support.
Professional & Technical Accountabilities:	<p>The post-holder and line manager will agree how the job will be delivered. This document is not intended to describe tasks in detail. The accountabilities stated below will form the basis of regular performance management reviews.</p> <ol style="list-style-type: none"> 1. Provide practical PA and business support to the Joint Management Team to maximise efficiency in the delivery of the Councils' strategies. 2. Support the Leaders by providing high quality business support. 3. Keep abreast of the Councils' strategies and priorities. 4. Ensure maximum efficiency by providing proactive diary management; assessing priorities to determine the need to attend meetings; arranging alternative cover where appropriate and removing conflict. 5. Ensure deadlines are met and appropriate preparation and communications are undertaken and resolved. 6. To undertake research, gather information and provide analysis to assist with the preparation of projects and reports, including reports/papers for Council and external meetings. 7. Responsible for checking and responding to all correspondence whether by e-mail letter or phone in a professional and clear manner. 8. Providing all meeting support from ensuring attendees are well prepared in advance; taking minutes as required; ensuring actions are delivered; and that all hosted meeting run smoothly. 9. To work flexibly between the hours of 7am and 7pm as the need

	<p>arises.</p> <p>10. Managing all tasks with absolute discretion and understanding the need for absolute confidentiality.</p> <p>11. Champion smart working practices, cultural behaviour and values.</p> <p>12. Work with Executive Assistants to ensure appropriate corporate representation at external events.</p> <p>13. To work across both authorities.</p> <p>14. Undertake any other duties as required which are commensurate with the level and nature of the post and deputise as needed for the post. It is the nature of the work of both Councils that responsibilities can be varied and all staff are therefore expected to work flexibly as required in order to meet the needs of the function.</p>
Generic Accountabilities	<p>a) To comply with all statutory requirements and regulations, and policies and procedures of each Council within the remit of the post.</p> <p>b) All members of staff are responsible for making themselves familiar with the Councils' health and safety policy and fulfilling any duties, responsibilities or tasks relevant to the post.</p> <p>c) To contribute to Risk Management, including Financial Management practices within the remit of the post.</p> <p>d) It is the responsibility of all staff who input, store, retrieve, or otherwise manage data to ensure that it is of the highest quality and to comply with requirements within the Data Protection Act 1998.</p> <p>e) To actively participate in both corporate and post specific learning and development activities and to continually develop skills and abilities within the role.</p> <p>f) To contribute to a work environment in which everyone is treated with dignity, respect, courtesy and fairness and where all employee behaviour is in line with the Councils' values.</p>

Competencies (please refer to the full competency framework)

Competency	Level	Why it matters
Plan and organises	3	It is important targets and deadlines are met and there are processes in place to ensure this happens. In order to make the most of the

		Council's resources, actions should be planned across service groups and with team members.
Communication	3	Communicating in the best way so that people understand us.
Professionalism	3	It is vital that our customers receive a professional service and they are met by a professional approach from the Council.
Team Working	3	Effective team working promotes the sharing of information and prioritisation of limited resources. Team working is critical so problems can be identified and common solution found.
Solves problems and makes decisions	3	Local government faces a number of challenges which requires innovative and analytical thinking. Individuals need to be equipped with the ability to solve problems and develop imaginative solutions.
Customer Focus	3	Customers are at the heart of what we do and we must ensure that we deliver high standards of customer delivery throughout the Council.

Signed:
(Job Holder)

Signed:
(Manager)

Date:

Date:

EAST HAMPSHIRE DISTRICT COUNCIL AND HAVANT BOROUGH COUNCIL

PERSON SPECIFICATION FOR THE POST OF: **Personal Assistant**

THE FOLLOWING CRITERIA HAVE BEEN IDENTIFIED AS REQUIRED FOR THIS POST. CRITERIA WILL BE USED FOR SHORTLISTING PURPOSES AND/OR AT THE INTERVIEW/ASSESSMENT STAGE AS INDICATED

REQUIRED ATTRIBUTE	ESSENTIAL / DESIRABLE	METHOD OF ASSESSMENT
<i>Qualifications</i> <ul style="list-style-type: none">• Good standard of general education to A level standard or equivalent• Minimum GCSE A-C English and Maths or equivalent• Level 4 Certificate in Office and Administration Management or equivalent	E E D	Application Application Application
<i>Experience/Knowledge</i> <ul style="list-style-type: none">• Experience of providing PA support at a Senior Management level• Experience of working as part of a team• Experience of developing and maintaining good working relationships• Undertaking research, gathering information and preparation of project papers / reports• Local government experience and understanding of Local Government operations eg political dynamics, the role of the Councillor.	D E E D D	Application/interview/reference Application/interview Application/interview Application/interview Application/interview

<p><i>Skills & Abilities</i></p> <ul style="list-style-type: none"> • Energetic, determined and resilient with the energy and enthusiasm to inspire and influence others. • Action orientated, facing challenges head on, with the ability to deal with changing priorities and use initiative to identify innovative solutions. • In-depth use of a variety of software packages including Microsoft, Word, Outlook, Powerpoint and Excel to produce documents, presentations, spreadsheets etc. • Excellent organisational and time management skills, the ability to prioritise workload and meet deadlines • Excellent communication skills both oral and written, including grammar, spelling and numerical skills. • Ability to remain calm under pressure and in times of stress 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>Application/interview</p> <p>Application/interview</p> <p>Application/interview</p> <p>Application/interview</p> <p>Application/interview</p> <p>Application/Interview</p>
<p><i>Special Requirements/Conditions</i></p> <ul style="list-style-type: none"> • Ability to work at different locations • Driving licence • Access to car for business use 	<p>E</p> <p>D</p> <p>D</p>	<p>Application/Interview</p> <p>Application</p> <p>Application</p>