

APPLICATION FOR EMPLOYMENT

Thank you for the interest you have shown in the vacancies within Darlington Borough Council.

Completed forms can be e-mailed to recruitment@xentrall.org.uk or posted to **Xentrall Recruitment Services, PO Box 891, Stockton on Tees, TS19 1JT**, marking the envelope in the top left hand corner with the post reference number.

In accordance with our recruitment procedures, your application will only be considered if it is received on or before the closing date, as shown in the advertisement.

In the interests of economy, applications received via the post are not automatically acknowledged. If you require confirmation that your application has been received please enclose a stamped addressed envelope or telephone 01642 526992.

If you have not been contacted within 4 weeks of the closing date for receipt of applications, please assume that on this occasion your application has not been successful.

Diary Co-ordinator

Vacancy ID: 008481

Salary: £17,072 - £17,772 Annually

Closing Date: 18/02/2018

Benefits & Grade

Grade I

Contract Details

Permanent

Contract Hours

37 hours per week

Job Description

This post, working within one of the three Service groups, is varied and will support and manage the diaries of senior management within the Council, and provide support to the PA team.

You will be an excellent communicator and have approximately two years' experience in an administrative or secretarial role. You will need to be able to demonstrate experience of multiple diary management and be able to apply accurate literacy and numeracy skills. Successful candidates be able to give advice and guidance to senior management and will need to have the confidence to instruct and check the work of others. You will also have previous experience of working with confidential and sensitive information, and be capable of using Microsoft Office Packages.

For detailed information on this role, please refer to the Job Description and Person Specification.

For a further informal discussion, please contact Gail Banyard, PA Manager, on 01325 405813.

An online application form and further information are available from www.darlington.gov.uk/job-vacancies. Alternatively, you can contact Xentrall Recruitment Services, Tel: (01642) 526992 or email: recruitment@xentrall.org.uk

DARLINGTON BOROUGH COUNCIL
NEIGHBOURHOOD SERVICES AND RESOURCES

JOB DESCRIPTION

<u>POST TITLE :</u>	Diary Co-ordinator
<u>GRADE :</u>	Grade I
<u>JOB EVALUATION NO.</u>	C3100
<u>REPORTING RELATIONSHIP</u>	The post holder shall be accountable to the PA Manager
<u>JOB PURPOSE :</u>	To support the effective management of the diaries of Senior Managers and the management of democratic papers within the specific Service Group
<u>POST NO.</u>	D12921
<u>PDR COMPETENCY FRAMEWORK</u>	Level 1, Expected Competencies for all employees

MAIN DUTIES/RESPONSIBILITIES

1. Responsible for prioritising and advance diary planning for the Senior Management Team and other senior managers.
2. To enter agreed engagements/meetings into electronic diaries and arrange room bookings.
3. To keep diaries up to date with all changes, including last minute changes each day to ensure an up to date record is maintained.
4. To lead or assist on diary related projects as required, including any relevant advice, guidance and demonstration on the effective use of electronic diaries throughout the service group.
5. Sourcing and inserting the agreed level of information, to enable those with 'viewing' rights to identify activities to which they can add value.
6. Correctly noting when an appointment is tentative and when it has been confirmed.
7. Ensure that all visitors are received courteously and punctually and provide required refreshments.
8. To co-ordinate the submission processes for democratic papers in liaison with Democratic Services - ensuring that relevant deadlines and dates for submission of reports are entered in the relevant manager's calendar.
9. Provide appropriate telephone cover for the Senior Management Team as and when required, ensuring detailed messages are taken and passed on and/or actioned.

10. Perform clerical/administrative duties as and when required, including answering the telephone, photocopying, sending faxes, scanning and filing, ordering of supplies, dealing with post or other tasks of a similar nature.
11. Ensure that you work in line with all the Council's policies and procedures and ensure that you are aware of your obligations under these.
12. Behave according to the Employees' Code of Conduct and ensure that you are aware of your obligations and responsibilities re. conflicts of interest, gifts, hospitality and other matters covered by the Code.
13. Carry out your role in line with the Council's Equality agenda.
14. To comply with health and safety policies, organisational statements and procedures, report any incidents / accidents/ hazards and take a pro-active approach to health and safety matters in order to protect yourself and others.
15. Any other duties of a similar nature related to this post that may be required from time-to-time.
16. This post is deemed to be a 'Customer Facing' role in line with the definition of the Code of Practice on the English language requirement for public sector workers".

Darlington Borough Council and schools within the Borough are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Date: August 2017

DARLINGTON BOROUGH COUNCIL

NEIGHBOURHOOD SERVICES AND RESOURCES

PERSON SPECIFICATION

POST NO – D12921

All appointments are subject to satisfactory references.

Criteria No.	Attribute	Essential (E)	Desirable (D)
Qualifications & Education			
1.	4 GCSEs (Grades A*-C) or equivalent to include English Language		D
2.	NVQ Level 3 in Business Administration or equivalent		D
Experience & Knowledge			
3.	Approximately 2 years admin/secretarial/clerical/diary management role	E	
4.	Experience of Multiple Diary Management	E	
5.	Previous experience of working with confidential and sensitive information and knowledge of how to deal with it.	E	
6.	Understanding of the democratic processes of the Council		D
7.	Experience of meeting organisation within partnership working		D
Skills			
8.	IT Literate, capable of using MS Word / Excel and office packages	E	
9.	Able to order, prioritise, co-ordinate and categorise all diary requests and submission of democratic papers.	E	
10.	The ability to plan and prioritise multiple tasks and meet deadlines for a range of people	E	
11.	Ability to communicate both orally and in writing to a range of audiences and develop good working relationships with colleagues and external organisations.	E	
Personal Attributes			
12.	A dedicated person, capable of working on his/her own initiative	E	
13.	Conscientious and committed to the highest standards of work	E	
14.	Excellent attention to accuracy and detail.	E	

15.	Tactful, diplomatic, discreet, trustworthy and reliable.	E	
16.	Able to operate well and calmly under pressure.	E	
17.	A team player, committed to contributing to a professional, effective and flexible working environment	E	
18.	Pro-active, able to identify issues and propose workable solutions.	E	
	Special Requirements		
19	The ability to communicate at ease with customers and provide advice in accurate spoken English'	E	

Conditions of Service

General

Conditions of service will vary from service to service. However, there are some general points to cover.

Conditions of service generally are those contained in the appropriate National Joint Council Schemes but have been supplemented in a number of areas by locally agreed conditions. The relevant Handbooks are available for reference in all departments.

Office Hours

The normal working week is currently 37 hours. Council offices are generally open to the public from 8.30 a.m. to 5.00 p.m. (4.30p.m on Friday). The majority of office staff are able to take part in the Councils flexible working hours scheme. Elsewhere, fixed hours or shift working may be operated according to the needs of a particular service.

Annual Leave

The basic annual leave entitlement is 31 days plus 8 public holidays. Youth & Community Workers entitlement is 30 days plus 8 public holidays, increasing to 35 days with 5 years continuous service.

Sick Pay

Most employees are covered by the provisions of the nationally agreed sick pay schemes which allow periods of absence on half pay and full pay according to length of service.

Pension

You will automatically be entered into the Local Government Pension Scheme (LGPS) unless you choose to opt out. This is a contributory pension scheme and meets Government standards for automatic enrolment. If you do not opt out within three months of joining the LGPS, you will not be eligible to receive a refund of your contributions but will instead be given deferred benefits within the Scheme. If you decide to opt out of the Scheme your employment, earnings and age will be monitored in line with automatic enrolment guidelines.

Medical Examination

Before commencing your employment, you will need to complete a medical questionnaire and may be subject to a medical examination.

Probation

New entrants to Local Government will be required to complete a six month probationary period.

Equal Opportunities

The Council is working for equality. Applications are welcomed from all persons regardless of gender or gender reassignment, marital or civil partnership status, sexual orientation, age, disability, race, religion or belief, social origin, pregnancy and maternity provided they have the necessary attributes to do the job.

Part time applications

Part time applications will be considered for all posts. Further details should be sought from the recruiting manager.

Payment of Wages and Salaries

Salary paid into bank account on the last working day of the month. Casual employees are paid monthly in arrears. All payments are made by credit transfer direct to a nominated bank or building society.

Smoking Policy

The Council operates a No Smoking Policy.

Politically Restricted Posts

The Local Government and Housing Act 1989, as amended by the Local Democracy, Economic Development and Construction Act 2009 designate certain posts as politically restricted. If this is the case it will be detailed on the job description and means that you would be disqualified from being a member of a Local Authority, the House of Commons or of the European Parliament. Further information is available upon request.

Rehabilitation of Offenders Act 1974

Having a criminal record will not necessarily bar you from working for the Council. This will depend on the nature of the post and the circumstances and background of your offence(s). To assist the Council in determining the suitability of your employment, certain posts are subject to a Disclosure and Barring Service (DBS) check. If this is the case an appropriate statement will appear in the recruitment advertisement.