

**Job Description**

**Job Title:** Personal Assistant

**Salary Grade:** Grade 3

**SCP:** 7-11

**Job Family:** Business Support

**Job Profile:** BS4A

**Directorate:** Corporate Services

**Job Ref No:**

**Work Environment:** Office Based/Agile

**Reports to:** Business Support Operational Manager

**Number of Reports:** None

**Purpose:**

The Personal Assistant (PA) function is part of the Business Support Service which is designed as a centralised service to deliver organisational resilience and a high level of service responsiveness. The service delivers a range of transactional and administrative functions including the PA function.

The Personal Assistant function consists of an Executive PA, Senior Personal Assistants and Personal Assistants all of whom are managed by a Business Support Operation Manager.

The PA role provides a professional support service to the Council’s Senior Management Team.

The Personal Assistant will support a range of specialist administrative duties and be a professional and highly organised individual.

**Key Responsibilities:**

* Diary management, which includes developing an understanding of priority meetings and ensuring Assistant Directors / Project Directors are aware of their schedule and adhere to it.
* Arranging meetings, which includes preparing agendas and papers, taking minutes and arranging hospitality.
* Meet and greet visitors, which includes, providing directions to venues and arranging parking facilities.
* Making travel arrangements, including foreign travel, booking accommodation and arranging foreign currency.
* Monitor Assistant Directors/ Project Directors email inboxes, ensuring emails are responded to appropriately and re-directed as necessary.
* Process invoices for payment.
* Be highly organised by anticipating the needs of Assistant Directors/Project Directors
* Develop an understanding of service areas to be able to respond to queries on behalf of the Assistant Directors/Project Directors.
* To support cover arrangements for the Executive PA, Senior PAs and PAs
* Escalate complex issues to the appropriate Business Support Operational Manager or Executive PA.
* A commitment to continuous improvement.
* To promote and champion a positive organisation-wide culture that reflects the Council’s values.

**Other Duties:**

The post holder must carry out their duties with full regard to the Council’s Equal Opportunities Policy, Code of Conduct and all other Council Policies.

The post holder must comply with the Council’s Health and safety rules and regulations and with Health and safety legislation.

The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the Council.

The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Council records and information.

To comply with the principles and requirements of the Data Protection Act 2018 and GDPR in relation to the management of Council records and information, and respect the privacy of personal information held by the Council