

**North of Tyne Combined Authority  
Job Description**



**Post title:** Personal Assistant

**Responsible to:** Principal Governance and Scrutiny Manager

**Responsible for:** N/A

**Evaluation:** Grade: **N6**

**Job purpose:** To provide an efficient and effective personal and professional support service to the Mayor/Senior Management Team (SMT) members.

**Main Duties:** The following list is typical of the duties that the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

1. Act as first point of contact for the Mayor/SMT members providing advice and information where possible.
2. Manage diary, correspondence, telephone calls and emails. Use knowledge of procedures and legislation to either respond, forward to other individuals or highlight to the Mayor/SMT members or other relevant officers as appropriate.
3. Interpret and manage all incoming information, assessing complex and conflicting information in order to brief the Mayor/SMT members.
4. Process complex, confidential correspondence, reports, briefing notes, delegated decision, presentations, government circulars, consultation papers and other similar documents or information, in line with NTCA practice.
5. Organise travel arrangements, conferencing and meetings. Collate and distribute appropriate documentation to all relevant parties.
6. Provide full administrative and secretarial support for internal/external meetings and presentations and any associated paperwork, welcoming guests, minute taking, travel, meeting room and catering arrangements, directly in relation to the Mayor/SMT members (except for any formal committee meetings of the NTCA).
7. Provide assistance with the monitoring of strategic plans, including chasing action points.
8. Establish effective networks and working relationships, to provide a positive interface for the Mayor/SMT members.

9. Liaise with elected members, all NTCA officers, local and national government departments and other internal/external organisations.
10. Develop and maintain administrative and information storage systems using the full range of available technology and resources; ensuring the filing and retrieval of information is both timely and accurate.
11. Monitor email inboxes in a confidential and sensitive manner to ensure important matters are advised, actioned or delegated as appropriate. Forward emails to the appropriate officer to be actioned when the Mayor/SMT members are on leave.
12. To promote and implement the Combined Authority's Equality and Diversity Policy in all aspects of employment and service delivery.