****JOB DESCRIPTION

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| Job Title | Personal Assistant to the Senior Management Team | Post Number | **CM812** |
| Grade | **6** | Service Area | Environment and Economy |
| Special Conditions |  | Additional Benefits | Casual Car User |
| Authorised by | Director of Economy and Environment | Date | September 2025 |

**Job Purpose**

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| The purpose of this role within the Council is: | To provide personal assistant support to the Directors of Communities and Housing, and Economy and Environment and other Directors as required. |
| Responsible for demonstrating commitment to working in line with the Councils' value | |
| Responsible for championing and demonstrating the Council’s Leadership Behaviour Framework | |
| The postholder works for: | Director of Communities and Housing and the Director of Economy and Environment |
| The postholder manages \supervises: | Not Applicable |

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| Key Accountabilities (All accountabilities will be carried out in line with the Council’s policies, procedures and relevant regulations and legislation) | |
| 1 | Provision of full personal assistant duties to the allocated SMT member as appropriate, in terms of administration and as a representative of the SMT member in their absence. |
| 2 | Organising and maintaining diaries and making appointments |
| 3 | Handling and responding to correspondence including phone calls, emails and letters |
| 4 | Taking notes at meetings, preparing the minutes and distributing as appropriate |
| 5 | Maintaining office systems, including data management |
| 6 | Arranging travel and accommodation as necessary |
| 7 | Raising Purchase Orders and other financial administrative assistance commensurate with the post |
| 8 | Carrying out background research and presenting findings |
| 9 | Producing documents, briefing papers, reports and presentations |
| 10 | Liaising with customers, suppliers, members and other staff |
| 11 | Providing second line support to other PA’s as required |

**NOTES:**

1. Duties will inevitably develop and change as the work of the Council changes to meet the needs of our customers. Employees should therefore expect periodic variations to job descriptions, and the Council retain this right. This job description will be supplemented on a regular basis by individual objectives derived from Council strategies.
2. Where an applicant or an existing employee is or becomes disabled (as defined by law) and inform the Council fully of their requirements reasonable adjustments will be made to the job description wherever possible.

KEY REQUIREMENTS

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| Qualifications (or knowledge and experience at an equivalent level) | Essential | Desirable |
| Minimum of 5 GCSE’s including Maths and English at C or better (pre 2017 grades) or 5 or better (post 2017 grades) | E |  |
| Computer Literacy Qualification |  | D |

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| Experience | Essential | Desirable |
| Demonstratable experience in a similar support role | E |  |
| Evidence of effective relationships with internal and external colleagues | E |  |

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| Skills Required | Essential | Desirable |
| Strong interpersonal and communication skills, both written and verbal, and an ability to communicate effectively with customers, elected members and colleagues at all levels | E |  |
| Good organisational skills and ability to prioritise and manage multiple tasks | E |  |
| Proficient at using common IT applications including Word, Excel, Outlook and Teams | E |  |
| Ability to provide subject matter expertise and advice that is accurate, appropriate and credible | E |  |

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| Behaviours | Essential | Desirable |
| Able to demonstrate the Councils’ values and leadership behaviours | E |  |
| Good political awareness | E |  |
| A strategic mindset, with the ability to translate corporate objectives into service delivery | E |  |
| Able to respond to change by using a flexible approach with an ability to identify and implement fresh ideas to enhance efficiency within the service | E |  |
| Resilience and ability to work at pace in a high demand, customer facing service | E |  |
| Ability to demonstrate own continuous professional development |  | D |

Note: Applicants who are disabled (as defined by law) will be guaranteed an interview if they meet the essential criteria provided that this information is noted under the relevant section of the application form.