



Job Description

Service:	Executive Support team
Job title:	Personal Assistant
Grade:	D
Hours of work:	37
Responsible to:	Executive Assistant to CEO
Responsible for	
Direct reports:	0
Indirect reports:	0
Budget:	0

Purpose of Post:

To provide support to the senior leaders within the Council as a member of the Executive Support team, under the direction of the Executive Assistant to the CEO.

Key Deliverables:

- Supporting the Corporate Director (Place) and Corporate Director (People): managing diaries and organising meetings, conducting research, assisting in the preparation of complex and sensitive documents, preparing agendas and taking minutes at meetings, managing Outlook inboxes and bringing urgent matters to the attention of the Directors as appropriate. As a valued member of the Executive Support team, under the guidance of the Executive Assistant, providing support to other senior leaders (Leader and CEO) and the wider senior leadership team as required.
- Proactively managing queries and resolving where possible.
- Contributing to projects being undertaken across the Council and project supporting events.
- Contributing to the delivery of corporate initiatives including the creation of presentations and surveys using the Microsoft Office suite of products.
- Collecting, collating and manipulating a wide variety of information to generate reports, letters and other documents.
- Liaising with other bodies on behalf of the senior leaders with regard to background information for meetings and events.
- Undertaking research to support specific project work and create high quality, accurate documents.
- Contributing to the organisation and planning of corporate events and conferences; working with service teams as appropriate.
- Assisting with or managing the overall collation and distribution of documents and papers for meetings to ensure that meeting attendees have access to the correct paperwork.
- Handling sensitive information and original paperwork in accordance to agreed procedures and guidelines, always maintaining confidentiality.
- Deputising for the Executive Assistant when required and supporting the CEO in the EA's absence, as well as supporting in BAU activity where capacity allows.
- Undertaking any other work appropriate to the level and nature of the post.

- Admin support with Purchase Orders, expenses, booking accommodation and transport etc

The above is intended only as a guide to the range of duties involved. The post holder will need to be flexible and adaptable to respond to other duties that may be required from time to time and the changes and developments within HDC.

Essential	Desirable
<p>Knowledge and Qualifications</p> <ul style="list-style-type: none"> • 5 GCSE's or equivalent. A-C (incl. English and Maths) • 2 or more A levels or NVQ level 4 or equivalent 	<ul style="list-style-type: none"> • Administration or management qualification
<p>Experience</p> <ul style="list-style-type: none"> • Experience in senior support roles • Strong customer focus • Prioritising/managing conflicting demands 	<ul style="list-style-type: none"> • Service delivery in a public sector organisation
<p>Skills and Abilities</p> <ul style="list-style-type: none"> • Advanced keyboard skills • Ability to communicate through IT using (Windows) Microsoft products • Correspondence writing skills • Time management and prioritisation • Minute taking • Problem solving and research skills • Good interpersonal skills, displaying tact and discretion • Adaptable and flexible 	<ul style="list-style-type: none"> • Knowledge of Council procedures
<p>Decision Making and Impact on Others</p> <ul style="list-style-type: none"> • Generates new ideas and creative solutions 	

<ul style="list-style-type: none"> • Is not afraid to suggest new ways to do things. Makes and communicates clear decisions • Makes effective decisions under time pressure • Incorporates a range of views when making their decisions 	
<p>Communication with Internal and External Customers</p> <ul style="list-style-type: none"> • Develops and maintains productive relationships with internal and external customers • Seeks to understand the underlying need when being assigned work • Delivers what they have agreed with the customer • Takes action to exceed customer expectations 	
<p>Personal Attributes and Other Requirements</p> <ul style="list-style-type: none"> • Is prepared to adapt their approach to overcome obstacles • Responds constructively to a change in agenda or priorities • Re-prioritises appropriately when faced with a change in requirements • Ensures the effective and efficient use of time and resources • Able to schedule tasks to ensure deadlines are met • Ability to deal with a wide variety of people and to deliver activity through others • Ability to work on own initiative as well as contribute within a team • Observes strict confidentiality 	
<p>HDC values</p>	<p>The values outlined below reflect our collective positive attitude and how all staff are expected to work together as one team.</p>



Inspiring: We have genuine pride and passion for public service; doing the best we can for customers matters to us all.

Collaborative: We achieve much more by working together, and this allows us to provide the best service for customers.

Accountable: We take personal responsibility for our work and our decisions, and we deliver on our commitments to customers.

Respectful: We respect people's differences and are considerate to their needs.

Enterprising: We use drive and energy to challenge the norm and adapt to changing circumstances. We are always ready for challenges and opportunities, and we embrace them.

Safeguarding and promoting the welfare of children and young people/vulnerable adults

Huntingdonshire District Council is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.