

A.A. AGENCY CO.UK

Please note all our employers are Local Authority.

JOB DESCRIPTION

Post Title: Personal Assistant	Post No.	Rate: £ 10.00 p/h
Directorate: Resources	Division: Procurement & Programmes	Section: Corporate Programme Office
Responsible to: Corporate Programme Office Manager		
Locations: Newham, Waltham Forest, Islington, Camden, Richmond, Croydon, Bromley, Greenwich, Southwark, City of London, Greenwich Etc		

MAIN PURPOSE OF THE JOB

1. To provide an efficient and comprehensive secretarial and administration service to the Corporate Programme Office as directed.

DUTIES & RESPONSIBILITIES

1. To ensure the provision of a comprehensive and effective secretarial and administration service to the Corporate Programme Office as directed.
2. To manage the Corporate Programme Office Manager's diary effectively and to provide a full meeting administration service as directed.
3. To undertake research on behalf of the Corporate Programme Office Manager on a variety of issues and enquiries, involving liaison with other officers, Members and outside organisations, and presenting information to the Corporate Programme Office as directed.
4. To maintain appropriate bring forward/monitoring systems on behalf of the Corporate Programme Office to ensure action items are dealt with.
5. To provide a full typing/word processing service, including transcription from shorthand or audio or manuscript.

6. To provide a comprehensive secretarial service to the 3 Corporate Resource Boards, including arranging and notifying board members of forthcoming meetings, using the Council's electronic calendar system, preparing and circulating agendas and papers, organising refreshments, minuting meetings and circulating notes as directed by the Corporate Programme Office Manager .
7. To learn and use any appropriate computer software packages necessary to meet the requirements of the Directorate/Department.
8. To use any appropriate associated computer, printing, reprographic, fax or other office equipment, ensuring such equipment is properly maintained.
9. To receive and/or re-direct personal and telephone callers, dealing with matters in a professional manner and briefing the Corporate Programme Office Manager / Corporate Programme Office team as appropriate.
10. On behalf of the Corporate Programme Office Manager deal with standard procedures, channelling information to Programme officers as appropriate.
11. To develop, implement and maintain effective administrative, information and filing systems to meet the needs of the Corporate Programme Office
12. To requisition goods and services required for the running of the Corporate Programme office, monitoring expenditure against the office budget and supervising/initiating payments against the office budget.
13. To research, collate and coordinate information required by the Corporate Programme Office as directed, including media articles, circulars and committee reports.
14. To compile statistical data/information as required, producing reports and spreadsheets as requested to required timescales.
15. To maintain the Corporate Programme Office Manager's diary, including computer based systems, in consultation with them, making appointments to ensure effective use of time; conferring with the Corporate Programme Office on the day's timetable of arrangements and commitments and consequent organisational requirements.
16. To arrange meetings on behalf of the Corporate Programme Office including: booking venues, agenda preparation/distribution, taking and distribution of minutes (working outside normal office hours if required). To monitor progress of follow up action to ensure all items are dealt with in a satisfactory manner.
17. To ensure that all agendas/background papers etc. are available to the Corporate Resource Boards in time for scheduled meetings.
18. To liaise with, inter alia, Members, external organisations, Government officials and residents on behalf of the Corporate Programme Office
19. To ensure that efficient mechanisms are in place to ensure the speedy dissemination of information to management and other officers within the relevant Service area / team.

20. To apply a high degree of tact, sensitivity, diplomacy and confidentiality across the whole range of PA duties.
21. To keep abreast of changes in the Directorate/Department to ensure that the range of PA functions is undertaken in an effective and efficient manner.

EQUAL OPPORTUNITIES STATEMENT

Adhere to the Council's Equal Opportunities policies and ensure anti-discriminatory practice within the service area.

COMMENSURATE STATEMENT

Undertake any other reasonable duties commensurate with the grade as determined by the manager.

Person Specification for the Post of Personal Assistant

Knowledge	<ol style="list-style-type: none"> 1. Knowledge of local government. 2. Strong Administrative background and knowledge of office procedures.
Qualifications & Experience	<ol style="list-style-type: none"> 3. Computer skills including MS Word, PowerPoint and Excel; use of internet and email. 4. Keyboard skills 5. Experience organising and servicing meetings and events. 6. Experience of electronic diary management.
Leadership And Management Framework	<p><u>Engaging With Others</u></p> <ol style="list-style-type: none"> 7. Ability to liaise effectively with Council members, senior management, trade unions, external organisations and members of the public. 8. Tactful, diplomatic and professional telephone manner.
	<p><u>Learning Effectively</u></p> <ol style="list-style-type: none"> 9. Ability to work under pressure, meeting deadlines as required. 10. Good written and verbal communication skills. 11. Good organisational skills.
	<p><u>Achieving Results</u></p> <ol style="list-style-type: none"> 12. Able to produce reports from manual and computer-based monitoring systems. 13. Numerate with ability to undertake purchasing and payment functions. 14. Team player but able to work under own initiative. 15. Must be able to work flexible hours.
	<p><u>Valuing Diversity</u></p> <ol style="list-style-type: none"> 16. Commitment to equal opportunities, quality assurance and customer care.

Personal	17. A satisfactory attendance record (normally less than 5 days absence in a year) but taking into account individual circumstances.
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