

CITY OF BRADFORD METROPOLITAN DISTRICT COUNCIL JOB PROFILE

DEPARTMENT: Departmental Offices	SERVICE GROUP: Various
POST TITLE: Personal Assistant to Assistant Director	REPORTS TO: Assistant Director
GRADE: Band 7/8	SAP POSITION NUMBER : 50053794

The following information is furnished to help Council staff and those people considering joining the City of Bradford Metropolitan District Council to understand and appreciate the general work content of their post and the role they are to play in the organisation. The duties and responsibilities highlighted in this Job Profile are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.

As a candidate you will be expected to demonstrate your ability to meet the special knowledge, experience and qualifications required for the role by providing evidence in the application form for the purpose of shortlisting. Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column of this section.

The employee competencies are the minimum standard of behaviour expected by the Council of all its employees and the management competencies outlined are those relevant for a post operating at this level within our organisation.

Both sets of competencies will be used at interview stage and will not be used for short listing purposes.

Key Purpose of Post:

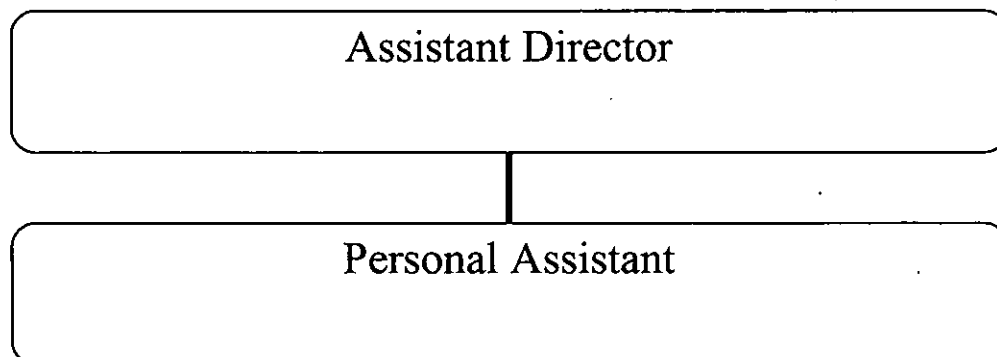
1. To provide a professional and confidential Personal Assistant/Secretarial Support Service to the Assistant Director, working in liaison with other support staff within and across Departments building effective working relationships with peer group where appropriate across the Council
To develop and manage office systems, including ICT and processes for enquiry handling.

Main Responsibilities of Post:

1. To prepare and type confidential correspondence, documents, reports, letters, minutes of meetings etc., draft and initiate correspondence as required.
2. To effectively manage the diary of the Assistant Director's, organising appointments and arranging and administering meetings and interviews as required.
3. To design and maintain the Assistant Directors confidential and recording data/filing system and office systems including email. Proposing and implementing any areas for improvement

4. Make any necessary travel and booking arrangements, including organising hotel accommodation, rail tickets, lunches, etc.
5. As a primary point of contact for the Department, prioritise or action telephone enquiries, letters and emails, or redirect to relevant areas within the function or other departments of the Authority.
6. Take minute of meetings as required by the Assistant Director.
7. Design and maintain systems for tracking action is taken in relation to complaints, correspondence, minute of meetings, requests for information, service wide returns including collation of statistical information and any other issues as directed by the Assistant Director.
8. Co-ordinate the preparation of reports for Committee, Corporate Management Team and other meetings as required by the Assistant Director.
9. Arrange refreshments for the Assistant Director, visitors and guests.
10. To research information and undertake special projects and tasks for the Assistant Director, as required.
11. To make wide ranging contacts on behalf of the Assistant Director both internal and external to the Council.
12. To network and build effective working relationships with peer group across the Council.

Structure:



Special Knowledge Requirement: Will be used for shortlisting.

Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column.

	Essential
Knowledge of operating a range of office equipment e.g. telephone, photocopier, fax etc.	X
Knowledge of information management including storage of confidential information ensuring security of data both on a manual and computerised basis.	X

Knowledge of events management including managing diaries, servicing meetings, producing agendas & taking minutes	X
Knowledge of using key IT packages as recognised by Bradford Council including Word, Excel and PowerPoint to achieve desired outcomes in respect of presentations, reports, minutes and letters etc.	X
Knowledge of effective customer service to both internal and external customers both face to face and over the telephone	X
Knowledge of assimilating information to ensure issues are addressed and forwarded to the correct bodies	
Able to work flexibly to accommodate the needs of the service	X
Knowledge of time management and project management in order to be able to carry out multiple activities and priorities	X
Knowledge of Local Government functions, procedures and political processes	

Relevant experience requirement: Will be used for shortlisting
Demonstrate communications skills in a variety of high profile situations including writing a range of documentation from speeches, letters, programmes etc
Demonstrate skills in arranging, planning and overseeing a wide variety of meetings and functions from minor to high profile events with a high degree of attention to detail.
Experience of communicating in a sensitive and an appropriate manner in order to reflect the diverse needs of the customers and target groups
Able to demonstrate experience of being highly motivated, calm and controlled under stressful and potentially conflicting situations utilising problem solving skills
Experience of working with a wide range of people at all levels
Relevant professional qualifications requirement: Will be used for shortlisting
Not applicable
Core Employee competencies to be used at the interview stage.
Carries Out Performance Management
Covers the employee's capacity to manage their workload and carry out a number of specific tasks accurately and to a high standard.
Communicates Effectively
Covers a range of spoken and written communication skills required as a regular feature of the job. It includes exchanging information/building relationships; giving advice and guidance, counselling, negotiating and persuading and handling private, confidential and sensitive information.
Carries Out Effective Decision Making
Covers a range of thinking skills required for taking initiative and independent actions within the scope of the job. It includes planning and organising, self effectiveness and any requirements for quality check work.
Undertakes Structured Problem Solving Activity
Covers a range of analytical skills required for gathering, collating and analysing the facts needed to solve problems. It includes creative and critical thinking; developing practical solutions; applying problem solving strategies and managing interpersonal relationships.

Operates with Dignity and Respect		
Covers promoting equality, treating all people fairly and with dignity and respect, maintain impartiality/fairness with all people, is aware of the barriers people face.		
Working Conditions:		
Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Disability Discrimination Act 1995. Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act 2010 in relation to Disability Provisions.		
Must be prepared to work outside normal office hours as required		
Special Conditions:		
Not applicable.		
Compiled by: AH	Grade Assessment Date:	Post Grade:
Date: Reviewed August 2015*	19 May 2011	Scale Band 7/8