

**JOB DESCRIPTION**

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| **Post Title:** Executive Assistant to the Leader and Deputy Leader of the Council | | | |
| **Department:** Resources and Regulation | | **Establishment/Post No:** | |
| **Division/Unit:**  HR & OD – Corporate HR Services - Secretariat | | **Post Grade:** 12 | |
| **Location:** Town Hall, Bury | | **Post Hours:** Full Time (37 Hours)  (Flexitime scheme in operation) | |
| **Special Conditions of Service:** The post holder may be required to attend events or meetings outside of normal working hours. | | | |
| **Purpose and Objectives of Post:** To manage the office of the Leader and Deputy Leader of the Council ensuring a pro-active, organised, co-ordinated, comprehensive and highly efficient confidential service is provided. | | | |
| **Accountable to:** Leader and Deputy Leader of the Council | | | |
| **Immediately Responsible to:** Executive Officer to the Chief Executive | | | |
| **Immediately Responsible for:** None | | | |
| **Relationships: (Internal and External)  Internal: External:** Leader of the Council Members of the public Deputy Leader of the Council Representatives of other Local Authorities Elected Members Local Government Association Senior Leadership Team GMCA  Chief/Senior Officers of the Council Members of Parliament  Council Staff Government Departments  External Auditors  AGMA Policy Unit/Secretariat  Media  Suppliers of Goods and Services | | | |
| **Control of Resources:** Personal computers and associated equipment Computer packages Dictating equipment Stationery and computer consumables Office machinery | | | |
| **Duties/Responsibilities:**   1. Progress and deliver all responsibilities and tasks allocated by the Leader and Deputy Leader of the Council. 2. Pro-actively manage the Office of the Leader and Deputy Leader of the Council maximising their capacity and managing/co-ordinating extremely busy schedules on time ensuring a pro-active, efficient and effective running of day to day business. 3. Keep abreast of matters relating to the Leader and Deputy Leader’s portfolios and responsibilities at local, regional and national levels. 4. Be aware of and respond appropriately to political, organisational and business sensitivities. 5. Communicate and liaise with the office of the Mayor of Greater Manchester, Members of Parliament, Elected Members, Chief Executives and senior officers, Partners, Businesses within Bury and across Greater Manchester. 6. Be mindful of and actively promote and contribute to the Leader and Deputy Leader’s public profile. Liaise with the communications team as appropriate. 7. Handle matters expeditiously, following projects through from conception to successful completion. 8. Participate in projects as requested by the Leader or Deputy Leader both participating in and proactively managing their progression, planning, and the populating, updating and monitoring of project plans; or co-ordinating/liaising with project leads as appropriate. 9. Deal with approaches from the media in liaison with the Council’s Press Officer. 10. Build and develop a network of contacts to keep abreast of relevant developments locally and across Greater Manchester exercising judgement and keeping the Leader and Deputy Leader informed of anything relevant. Advise on any relevant developing issues throughout the Council. 11. Carry out research summarising key points and building into relevant project planning as appropriate. 12. Independently draft professional, comprehensive presentations and reports for approval. 13. Communicate with members of the public, representing the Leader or Deputy Leader either over the phone or in meetings to discuss complaints or queries. 14. Provide a comprehensive confidential management support service to the Leader and Deputy Leader of the Council to include:     1. Document production from written draft or notes using a range of PC applications mainly the Microsoft Office Professional suite of packages.     2. Receive internal and external enquiries, ensuring that maximum information is obtained from the caller in order to facilitate an informed response.     3. Receive and prioritise incoming mail, initiating responses where appropriate.     4. Organise, co-ordinate and deal with all aspects of Leader and Deputy Leader’s emails/letters/correspondence relating to Council business, Councillor case work and wider roles across Greater Manchester. Collate information and prepare responses or direct to other senior officers as appropriate ensuring all correspondence is replied to, particularly in the absence of the Leader or Deputy Leader.     5. Process and manage sensitive and confidential information/issues in line with the General Data Protection Regulations (GDPR), Freedom of Information Legislation and best practice.     6. Arrange meetings/events and organise the attendance of meetings/events to include arranging travel and accommodation, room bookings, itineraries, ordering refreshments, setting up of all equipment, and any other requirements ensuring the arrangements are effectively communicated and all papers are prepared.     7. Arrange telephone and conference calls as appropriate.     8. Provide a full administrative service in respect of meetings to include preparation and timely release of agendas, minutes and other relevant documents. Produce and monitor action logs ensuring actions are followed up by various officers in a timely manner.     9. Maintain an excellent, up-to-date knowledge of relevant technology including the use of various systems.     10. Develop and maintain efficient electronic/manual filing systems in accordance with the GDPR and participate in the development of document imaging as required to include scanning, retrieval of documents etc.     11. Undertake routine administrative tasks such as photocopying and collating documents.     12. Receive visitors and provide refreshments.     13. Ensure adequate stocks of printing, stationery and computer consumables.     **Safeguarding:**  As an employee of Bury Council you have a responsibility for, and must be committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults and for ensuring that they are protected from harm.  **Equality Diversity and Inclusion:**  Bury Council is committed to equality, diversity and inclusion, and expects all staff to comply with its equality related policies/procedures, and to treat others with fairness and respect.  **Health and Safety:**  The post holder is responsible for Employees Duties as specified with the Corporate and Departmental Health and Safety Policies.  Where an employee is asked to undertake duties other than those specified directly in his/her job description, such duties shall be discussed with the employee concerned who may have his/her Trade Union Representative present if so desired. (See paragraph 203 of supplemental Conditions of Service). | | | |
| **Job Description prepared by:** | **Sign:** | | **Date:** |
| **Agreed correct by Postholder:** | **Sign:** | | **Date:** |
| **Agreed correct by Supervisor/Manager:** | **Sign:** | | **Date:** |

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**PERSON SPECIFICATION**

**EXECUTIVE ASSISTANT TO LEADER & DEPUTY LEADER OF THE COUNCIL**

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| **CORE BEHAVIOURS FOR THE POST (Please tick those relevant)** | | | |
| Commercial Thinking & Analysis |  | Planning | ✓ |
| Customer Service | **✓** | Developing Self & Others |  |
| Delivering Results | **✓** | Teams, Networking & Partnerships | ✓ |
| Values, Ethics & Diversity | **✓** | Adapting to Change | ✓ |
| Delivering a Quality Service(Continuous Improvement) | **✓** |  |  |

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| **SHORT LISTING CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| Degree level qualification or equivalent | ✓ |  |
| Must have a relevant qualification, e.g. Secretarial Certificate or demonstrably similar level of knowledge, skills and experience including keyboard and IT skills and the use of all aspects of Microsoft Office | ✓ |  |
| Experience in working as an Executive Assistant or similar role in a high pressured environment | ✓ |  |
| Experience in planning and monitoring projects | ✓ |  |
| Ability to horizon scan and keep abreast of relevant developments locally, regionally and nationally | ✓ |  |
| Experience of working in a high pressurised environment, using initiative and managing and prioritising workloads within strict deadlines and timescales | ✓ |  |
| Excellent interpersonal and communication skills with the ability to effectively communicate with a wide range of people both verbally and in writing. | ✓ |  |
| Ability to design and produce excellent quality and accurate documents, e.g. letters, minutes, presentations and reports | ✓ |  |
| Excellent organisation skills and the ability to identify and manage priorities and adapt to changing circumstances and demands | ✓ |  |
| Experience of pro-active, effective and efficient diary and caseload initiation, planning and management and the ability to plan and manage events | ✓ |  |
| Knowledge and understanding of the handling of confidential and sensitive information and the General Data Protection Regulations/Freedom of Information Act | ✓ |  |

**CRITERIA FOR INTERVIEW AND OTHER ASSESSMENT METHODS**

**The short-listing criteria listed plus the following:**

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| **ASSESSMENT**  **METHOD** | **CRITERIA** |
| Test | Scheduling, Prioritisation and Organisation |
| Test | Production of high quality written work |
| Test | Keyboard and IT skills, the use of all aspects of Microsoft Office and the production of excellent quality and accurate documents |