

 WOKINGHAM BOROUGH COUNCIL	Job Description		Job Reference
			710670
Job Title	Executive Personal Assistant		
Service	Resource & Assets	Team	Personal Assistants
Location	Shute End/Hybrid		
Reports to	Senior Executive Personal Assistant		
Responsible for	1-2 personal Assistants		
Grade	Type of position:		Date
Grade 7	12 Month FTC/Secondment Full Time		July 2024
<p>This job description has been designed to indicate the general nature and level of work required of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list and the line manager may vary duties from time to time which do not change the general character of the job or the level of responsibility entailed.</p>			
<u>Service Purpose</u>			
<p>As an EPA, you will work with a great deal of autonomy, managing all aspects of the administrative function for the Director of your allocated service area within the organisation.</p> <p>As part of a small team, you will be expected to line manage 1-2 personal assistants, offering support, mentoring and guidance to them. You will be expected to hold team meetings and lead their personal development using our 1:1 and annual performance review processes. Having the ability to raise performance matters when needed, confidently, supportively and discreetly is a must in this role.</p> <p>You will understand clearly when to delegate or escalate enquiries without guidance. You will take ownership of work tasks and ensure that outstanding items are followed up in a timely manner and dealt with to the satisfaction of both the customer and the Council.</p> <p>The role will require you to be a self-starter, balancing prioritise, diaries, emails and projects. You will respond to enquiries from stakeholders and members of the public, organise and minute meetings, manage actions arising from meetings, maintain records and systems and create documents using Word, Excel and PowerPoint. You will prepare and produce high-quality letters, reports, spreadsheets and presentations confidentiality and accurately.</p>			

Purpose of the role

The post will focus on, but not limited to:

- To provide a full administrative service for meetings as required, preparing agenda papers, taking and transcribing formal minutes, following up actions and having a sound knowledge of issues under discussion whilst using judgment in relation as to how minutes are recorded sensitively and accurately.
- Extensive diary management, maintaining the smooth running of the relevant CLT member's diary using independent judgement to prioritise the work schedule in accordance with changing priorities, liaising with all relevant parties in an efficient and effective way, ensuring the efficient use of diary time.
- Ensure that the relevant CLT member is fully briefed in advance of meetings with all applicable paperwork/agendas, ensuring that they are readily available electronically.
- Following our Democratic Processes
- Acting as the focal point for the directorate, sharing key information to Senior Officers and Members, ensuring they are kept fully apprised of all relevant matters relating to the specific service.
- Support the relevant CLT member in the creation, collation and communication of service specific information including letters, reports, templates, spreadsheets & presentations with a high degree of autonomy, confidentiality and accuracy.
- Proactively identifying any other duties that correspond reasonably to the general character of the post and are commensurate with its level of responsibility.
- Line management of Personal Assistants
- To develop, manage and ensure the effective maintenance of electronic and manual filing and record keeping systems, including raising purchase orders, receipting invoices, photocopying and electronic filing in line with GDPR requirements.
- Proactively create and maintain good stakeholder relationships across the organisation and with external partners.
- Deputise for the Senior Executive PA, to prepare all paperwork and attend the Corporate Senior Leadership Team meetings and minute accordingly, act as the point of contact across the organisation for the Chief Executive, manage the mailbox flagging any urgent matters, sending acknowledgements where necessary, and problem-solving diary and other requests.

Main Accountabilities

1	An ability to identify and prioritise work items that have time sensitivity or importance associated with them
2	Have an eagle eye for detail and be an excellent communicator, a self-starter with a 'can do' attitude
3	An awareness of when it's appropriate to flag and raise urgent matters to your Executive
4	You will need to be enthusiastic, discreet, flexible and resilient with the ability to prioritise your work accordingly
5	Excellent IT skills, including office software such as Microsoft Word, Outlook, PowerPoint, Excel and Microsoft Teams
6	Well-developed written and verbal communication skills, with an ability to vary style to meet the needs of the audience
7	Ability to work with tact, diplomacy and sensitivity
8	Ability to actively listen in order to extract and assess the important information
9	Ability to accurately and efficiently minute meetings
10	Team player

Supervision Received	This role reports to the Senior Executive Personal Assistant
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Contacts & Working Relationships	The postholder will liaise and work closely with a wide range of stakeholders including internally with senior politicians, corporate leadership team, assistant directors and other council officers, and externally with central government, local and regional partners such as health and police, communities, town and parish councils, voluntary and community sector, media and businesses.
<u>Organisation Chart</u>	
<p style="text-align: center;">Chief Executive Director of Resource & Assets Senior Executive Personal Assistant Executive Personal Assistant Personal Assistant</p>	

<u>Person Specification</u>		
Focus on describing the qualifications, skills, knowledge and experience an individual will require to successfully undertake the role. These should be split between essential and desirable.		
Technical Skills.	Essential	Desirable
	<p>Good IT skills including office software such as Microsoft Word, Outlook, PowerPoint, Microsoft Teams and Excel</p> <p>Experienced keyboard skills</p> <p>Excellent written and verbal communication skills with an ability to vary style to meet the needs of the audience</p>	
Knowledge	Essential	Desirable
	Knowledge of how to manage an Executive diary and being able to prioritise work items	An understanding of large, complex and political organisations
Experience	Essential	Desirable
	Line management	

	PA/EA or similar role held previously Diary Management Minute/Note taking	
Completed by:	Becky Weeks	Date: 05/07/2024