



## Job Description

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.

Post Details	
Job Title	Personal Assistant
Job Reference	710677
Service	Resource & Assets
Team	Executive Support
Location	Shute End/Agile working
Reports to	Executive Personal Assistant
Responsible for	Not applicable
Grade	5
Contract Type	Permanent
Hours	Full-Time

Main Accountabilities	
1.	To work with some autonomy, to effectively deliver administrative support that meets the needs of the manager, service or project, seeking advice when required to effectively delegate or escalate enquiries.
2.	Diary management and arranging meetings. Attend meetings as required to take and produce clear, concise minutes, ensure prompt circulation of these and manage the actions arising.
3.	Support the operational and functional management of the service including the distribution of resources to meet customer and organisational needs, while supporting corporate initiatives.
4.	Preparation of letters, reports, spreadsheets and presentations with a high degree of confidentiality and accuracy.
5.	Take ownership of calls/enquiries and ensure that outstanding tasks are followed up and dealt with to the satisfaction of both the customer and the Council.
6.	Any other duties that correspond reasonably to the general character of the post and are commensurate with its level of responsibility.
7.	Assist with special projects (under guidance)

Person Specification	Essential	Desirable
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<b>Education/Qualifications</b>	Practical work experience in a similar environment.	
<b>Experience</b>	Experience of working in a similar support role. Experience of using own initiative and working with little supervision. Good understanding of the area being supported and the main challenges it faces. Experience of providing information and advice to customers.	Experience of working in an environment of continuous improvement and innovation. Experience of working in a large, complex and political organisation. Experience of successfully supporting change.
<b>Skills/Knowledge</b>	Good IT skills including office software such as Microsoft Word, Outlook, PowerPoint and Excel. Good written and verbal communication skills.	Experience of using relevant technology and software used within similar service areas. Minimum typing speed of 50 wpm. Ability to accurately and efficiently minute meetings.
<b>Behaviours/Attributes</b>	Ability to interact with a wide range of people. Strong time management and organisational skills. High attention to detail.	

<b>Purpose Details</b>	
<b>Service Purpose</b>	To effectively deliver administrative support that meets the needs of the senior leadership team within a named directorate working closely with the Executive Personal Assistant and Service Directors
<b>Role Purpose</b>	To provide comprehensive support through managing a wide range of administrative and support related tasks to meet the needs of a named directorate

<b>Supervision and Relationships</b>	
<b>Supervision Received</b>	The post is line managed by the Executive Personal Assistant who will provide direction on tasks, regular 1:1 meetings and an annual appraisal.
<b>Supervision Given</b>	N/A
<b>Contacts</b>	Variety of internal and external stakeholders including Councillors, Senior Managers, other WBC departments and teams, providers and voluntary organisations.

<b>Resources/Budget Management</b>
N/A





Special Requirements	
N/A	

Occupational Health Risk Assessment		Details
Skin/Respiratory Sensitisers		N
Working at Height		N
Exposure to Noise (>80-85dB)		N
Confined Spaces		N
Frequent Display Screen Equipment Use		Y
Driving for Work		N
Hand Arm Vibration		N
Lone Working		Y
Healthcare/Social Contact with Patients		N
Blood Borne Viruses Exposure		N
Food Handling		N
Working with Animals		N
Specialised Medical Screening		N
Night Working		N
Safety Critical Work		N

Nature of the Role		Details
Healthcare or Hospital Work		N
Working with Children (under 18)		N
Working with Elderly/Vulnerable Adults		N
Work Environment Details		Shute End / Agile Working

Role Involvement		Details
Working with Children		N
Working with Vulnerable Adults		N





Both of the Above	N
Providing Care/Supervision for Children	N
Providing Care/Supervision for Vulnerable Adults	N
Both of the Above	N
None of the Above	N

Disclosure and Barring Service (DBS)		Details
DBS Requirement		N/A
Eligibility Tool		Find out which DBS check is right for your employee - GOV.UK ( <a href="#">Find out which DBS check is right for your employee - GOV.UK</a> )

Re-checks	
N/A	

Evaluation Declaration	
Date of JE Check	22 <sup>nd</sup> May 2025
JE Checked	Sally Halliwell, Head of HR and OD

