

# WOKING BOROUGH COUNCIL JOB PROFILE



## Job Description

|                                    |                                       |
|------------------------------------|---------------------------------------|
| <b>Job Title:</b>                  | <b>PA to the Strategic Directors</b>  |
| <b>Pay Grade:</b>                  | <b>W3</b>                             |
| <b>Directorate:</b>                | <b>Corporate Resources</b>            |
| <b>Team:</b>                       | <b>Legal and Democratic Services</b>  |
| <b>Reporting to:</b>               | <b>The Electoral Services Manager</b> |
| <b>Budgetary Responsibilities:</b> | N/A                                   |

### **Job Purpose:**

To provide administrative and secretarial support to the Corporate Leadership Team.

### **Main Tasks:**

1. Co-ordinate and manage all appointments on behalf of the Corporate Leadership Team, ensuring all diaries are maintained with up to date and accurate information.
2. Organise and arrange all internal and external meetings with members of staff, partnership organisations and local businesses etc, prioritising where necessary. Ensuring all arrangements are in place in the form of appropriate room bookings, refreshments and travel arrangements when required.
3. Undertake all administrative tasks, specifically dealing with the preparation and drafting of written correspondences where directed.
4. Provide all administrative support to internal and external meetings which include;
  - Arranging meetings, agenda preparation and compilation of reports.
  - Attendance at meetings, including evening meetings when required. (The number of evening meetings is variable).
  - Preparation of minutes and allocation of actions arising therefrom.
5. Act as the first point of contact for the Corporate Leadership Team, receive and assist with all internal and external telephone enquiries in a timely manner. Communicate effectively and politely with members of the public, business community and other outside organisations or visitors personally.
6. Manage the Council's Complaints Procedure to ensure all complaints received are investigated and responded to in accordance with the Council's policy.

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7. Provide all necessary assistance to the Chief Executive and Leader of the Council in the absence of the Personal Assistant to the Chief Executive and Leader.
8. Co-ordinate and manage all appointments on behalf of the Mayor and Deputy Mayor, ensuring all diaries are maintained with up to date and accurate information.
9. Provide all necessary assistance for Civic Events in the absence of the Business Support Officer.
10. Provide such administrative support to the Democratic and Legal Services section as may be required.

**People Management:** *N/A*

**Service Management:** *N/A*

**Financial Responsibility:** *N/A*

**Other Responsibilities:**

- To undertake other duties which may arise or as may be delegated from time to time, commensurate with the skills required for this post.

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**Person Specification**

**Key:**

E = Essential, D = Desirable,

A = Application Form, I = Interview, P = Presentation, T = Test

| <b>Criteria</b>                 | <b>Standard</b>   | <b>E/D</b> | <b>Measure</b> |
|---------------------------------|---|------------|----------------|
| <b>Education &amp; training</b> | <ul style="list-style-type: none"> <li>• Good general level of education.</li> </ul>  | E          | A/I            |
|                                 | <ul style="list-style-type: none"> <li>• GCSE English &amp; Maths or equivalent.</li> </ul>   | E          | A/I            |
| <b>Experience</b>               | <ul style="list-style-type: none"> <li>• Previous secretarial and administrative support experience in a similar role.</li> </ul>                             | E          | A/I            |
|                                 | <ul style="list-style-type: none"> <li>• Extensive diary management of multiple diaries.</li> </ul>   | E          | A/I            |
|                                 | <ul style="list-style-type: none"> <li>• Minute taking.</li> </ul>  | E          | A/I            |
|                                 | <ul style="list-style-type: none"> <li>• Working with Senior Management.</li> </ul>   | D          | A/I            |
|                                 | <ul style="list-style-type: none"> <li>• The ability to manage, plan, prioritise and deliver a wide ranging workload and work well under pressure.</li> </ul> | E          | A/I            |
|                                 | <ul style="list-style-type: none"> <li>• The ability to communicate effectively both verbal and written at all levels.</li> </ul>                             | E          | A/I            |
|                                 | <ul style="list-style-type: none"> <li>• Accuracy in work with an eye for detail.</li> </ul>  | E          | A/I            |
|                                 | <ul style="list-style-type: none"> <li>• Proficient Microsoft Office Skills.</li> </ul>   | E          | A/I            |
|                                 | <ul style="list-style-type: none"> <li>• The ability to work effectively as part of a team.</li> </ul>  | E          | A/I            |
|                                 | <ul style="list-style-type: none"> <li>• Ability to work on own initiative.</li> </ul>  | E          | A/I            |
| <b>Special Requirements</b>     | <ul style="list-style-type: none"> <li>• Occasional requirement to work outside normal office hours – evenings and weekends.</li> </ul>                       | E          | A/I            |

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**Candidate Screening**

|   |                       |
|---|-----------------------|
| <b>Does Rehabilitation of Offenders Act 1974 apply?</b> | Yes                   |
| <b>Disclosure and Barring Service check required?</b>   | No                    |
| <b>If yes, what level?</b>                              | Choose an item.       |
| <b>Is this a Politically Restricted Post?</b>           | No                    |
| <b>Does this role have emergency responsibilities?</b>  | No    Choose an item. |

**Role Map**

| <b>Behaviour</b>             | <b>Level Required (1-4)</b> |
|------------------------------|-----------------------------|
| Shaping our Future           | <b>2</b>                    |
| Leading our People           | <b>1</b>                    |
| Delivering for our Customers | <b>2</b>                    |
| Making Change Happen         | <b>2</b>                    |
| Team and Partnership Working | <b>1</b>                    |
| Communicating Openly         | <b>2</b>                    |
| Performance Management       | <b>1</b>                    |

Please refer to the Council's Behavioural Framework for examples and indicators of the expected behaviour required at each level (this will be attached as a document to each job advert).