

ROCHDALE BOROUGH COUNCIL

JOB DESCRIPTION

SERVICE : Directorate for Corporate Services

SECTION : Across Finance & Digital, ICT and Transformation

LOCATION : No 1 Riverside

JOB TITLE : PA to Assistant Directors

Grade : 5

Accountable to : Assistant Director Digital, ICT & Transformation
Deputy Chief Finance Officer

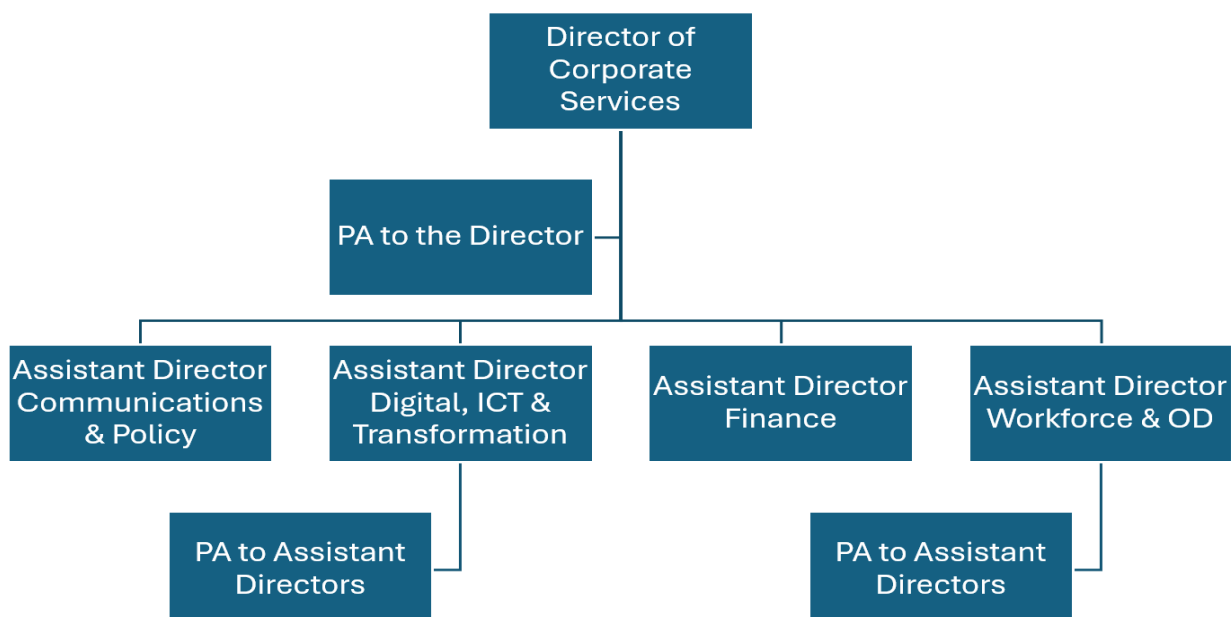
Accountable for : N/A

Hours of Duty : 37 hours per week in accordance with the Council's Work Life Balance Scheme.

Any Special Conditions of Service : The Council operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within in the immediate vicinity of the building which is wholly owned, leased or operated and occupied by the Council.

The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff to share this commitment.

ORGANISATIONAL CHART



PURPOSE AND OBJECTIVES OF THE JOB

The postholder will be an integral member of the PA Support in providing varied administrative support to the Assistant Directors in Corporate Services Directorate. They will be responsible for ensuring delivery of consistent high quality PA support and ensuring excellent customer service is provided.

Control of Resources

Personnel

Supervision and development of any posts assigned to postholder

Financial

To be responsible for any financial duties relevant to the post

Equipment/Materials

Responsible for the efficient and effective use of equipment and materials used by the postholder and the proper maintenance of record systems

Health/Safety/Welfare

Responsibility for the safety and welfare of self and colleagues in accordance with the Health and Safety Policies of the Council.

Equality and Diversity

To work in accordance with the Council's Policy relating to the promotion of Equality and Diversity.

Training and Development

The post holder will be responsible for assisting in the identification and undertaking of their own training and development requirements in accordance with the Council's Performance Management Framework.

Relationships (Internal and External)

Internal

- Colleagues and other staff within the Service Group
- Relevant officers in the Wider Services
- Members of the Council

External

- Members of the public
- Private professional and technical personnel
- Officers of other local authorities, Government Departments, external auditors and other public agencies
- Members of Parliament

Responsibilities

The postholder must -

- (i) Perform their duties in accordance with the Council's Equality and Diversity Policy.
- (ii) Ensure that the Council's commitment to public service orientation and care of our customers is provided.

Values and Behaviours

Approach the job at all times using the values of the Council:

- Proud of the difference we make
- Passionate about the diversities of the Borough
- Pioneering and Open in our Approach

Principal Duties

1. Provide primary administrative and secretarial support to create an efficient and effective service for the Assistant Directors and Wider Services.
2. To be responsible in the development and maintenance of appropriate information systems, particularly using computerised technology, including complex databases, asset registers, spreadsheets and other record systems.
3. To collate information and process consultation procedures for Councils statutory applications.
4. To attend, participate in and facilitate meetings as appropriate; including the preparation of reports, agendas and minutes as required.
5. To be proactive in dealing with all correspondence, ensuring a high level of attention to detail is provided.
6. To provide diary management and other administrative functions (e.g. email management) to assist the Assistant Director by receiving, answering or re-directing enquiries and phone calls as appropriate.
7. To provide support at the appropriate level in the provision of accurate accounting and financial services administered by the Council.
8. To assist in the maintenance of financial documentation, adhering to financial regulations and the Council's Code of Practice.
9. To provide and develop knowledge and technical expertise, to ensure that development tools and IT systems are used to their full potential; providing training to other team members, using these resources.
10. To cover for the Director's PA during periods of absence.

Secondary Duties

- 1 To participate in Council programmes of in-service training as a trainee and when required as a trainer facilitator.
- 2 To ensure the processing of incoming and outgoing mail is carried out in a timely manner.
- 3 To provide support when necessary in the functions of the "day to day" operations of the Corporate Services Directorate.
- 4 To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the Assistant Director, (or nominated representative) in consultation with the postholder (and if they so wish, with their Trade Union representative).

Job Description prepared by _____ Date _____

Agreed by Postholder _____ Date _____

Manager _____ Date _____

**ROCHDALE BOROUGH COUNCIL
PERSON SPECIFICATION**

Directorate	Corporate Services	Post:	PA to Assistant Directors
Section :	Finance / Digital, ICT & Transformation	Grade :	5

Note to Applicants:

The *Essential Criteria* are the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.

The *How Identified* column shows how the Council will obtain the necessary information about you.

If the *How Identified* column says the **Application Form** next to an *Essential Criteria* you **MUST** include in your application enough information to show **how** you meet this criteria. You should include examples from your paid or voluntary work.

The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff to share this commitment.

Criteria	Essential (E) or Desirable (D)	How Identified: AF Application Form I Interview A Assessment
(a) Qualifications & Experience		
1 Do you possess a good general standard of education equivalent to GCSE or other evidence of comparable standards of numeracy and literacy?	E	AF, I, A Production of certificate at interview
2 Please provide details of your experience of providing PA and administrative support.	E	AF, I
3 Please provide details of your experience of developing and maintaining financial and administrative support systems.	E	I/A
4 Please provide details of your experience of dealing with correspondence and e-mails, assessing priority level and taking appropriate action.	E	AF, I, A
5 Please demonstrate your experience of working with minimal direction using wide discretion and initiative without recourse to others.	E	I/A
5 Please demonstrate your experience of producing and presenting financial and administrative information in a clear and logic manner.	E	I/A
7 Please provide details of your experience of providing an effective service in a high-level, pressurised environment.	E	AF, I, A
(b) Skills & Knowledge		
1 Please provide details of your ability to demonstrate evidence of: Excellent communication skills, with the ability to exchange orally and in writing complicated or sensitive information with a range of audiences, including elected members, executive directors, directors of services, heads of service, heads of partner organisations and the general public.	E	AF, I, A
(b) Skills & Knowledge (continued)		
2 Please detail your ability to develop and process considerable amounts of manual or computerised information (especially excel and databases), where care; accuracy confidentiality and security are important.	E	AF, I, A
3 Please demonstrate your commitment to working as part of a team.	E	AF, I, A

4	Please demonstrate your commitment to customer focussed provision.	E	I/A
5	Please detail your ability to prioritise workloads to meet deadlines and demonstrate time management skills.	E	I/A
6	Please provide details of your ability to prioritise and delegate responding to mail and emails and respond directly to emails on behalf of senior managers.	E	AF, I, A
7	Please provide details of your ability to attend meetings in a secretarial capacity.	E	I/A
(c) Behaviours and Values			
1	<p>Approach the job at all times using the values set out below:</p> <ul style="list-style-type: none"> • Proud of the difference we make • Passionate about the diversities of the Borough • Pioneering and Open in our Approach <p>Please confirm you are willing to adhere to these values and behaviours.</p>	E	I/A