

Role profile – PA to Assistant Directors

- **Service:** Public Health and Communities
- **Location:** Number One Riverside, Rochdale
- **Salary:** Grade 5 £28,598 to £31,022 per annum
- **Hours:** Full time, 37 hrs per week
- **Annual Leave:** minimum 25 days holiday increasing with service
- **Benefits:**
 - Parking permit available
 - Flexible working hours
 - Discounted Gym membership
 - Staff Groups, including Gardening, Menopause Café & Crafting
 - Workplace Wellbeing initiatives
 - Lifestyle savings platform (Vivup)

Succeed at Rochdale

- **Support to thrive and develop your career**
- **Progression opportunities**
- **Culture of learning & development**
- **Ambitious plans for the future**
- **Wellbeing support**
- **Best Corporate Workplace in the UK**
- **Located at the Heart of Riverside surrounded by shops, cafes, bars & leisure facilities**
- **Fabulous public transport links**

Overview - duties

- An integral member of the PA support for the Directorate Senior Leadership team.
- Provide primary administrative and secretarial support to create an efficient and effective service for the Assistant Directors and Wider Services.
- Facilitation of meetings including preparation of reports, agendas, minute taking and action logs..
- Managing emails efficiently and ensuring timely communication including creating and responding to emails, meeting requests and monitoring the Assistant Director's inbox.

Purpose - objectives

- To provide high quality administrative support that frees up the Assistant Director's time to focus on strategic activities.
- Optimising the Assistant Director's schedule by organising meetings, calls, correspondence and preparation for meetings.
- Interacting with elected members, suppliers, visitors and staff.
- Deliver professional, efficient and proactive business support to senior leaders and services within the Directorate, ensuring effective administration, information management, financial support, communication, and governance processes that contribute to the successful delivery of Council services.

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Person specification

Assessed via Application Form

Skills, Experience & Knowledge

1. Good general standard of education equivalent to GCSE or other evidence of comparable standards of numeracy and literacy?
2. Proven experience providing high-level administrative and executive support to senior managers or directors, including diary management, email management, meeting coordination and dealing with correspondence and emails, assessing priority level and taking appropriate action.
3. Strong organisational and prioritisation skills, with the ability to manage multiple tasks, meet deadlines and work effectively in a fast-paced environment.
4. Able to arrange and attend meetings in a secretarial capacity.
5. Experience of maintaining and developing electronic information systems, including databases, spreadsheets, records management systems and other digital business support tools.
- 6 Excellent written and verbal communication skills, with experience of preparing professional correspondence, reports, agendas and accurate meeting minutes.

Value

Pioneering, Passionate & Proud

How would you incorporate our values into the work you do?

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Person specification



The remainder of the person specification will be assessed at stage 2 of the recruitment process

Skills and experience	How assessed
1. Experience of producing and presenting administrative information in a clear and logical manner.	Interview
2. Excellent communication skills, both orally and written to a wide range of people internally and externally.	Interview
3. Ability to develop and process considerable amounts of information where confidentiality, accuracy and security are important.	Interview
4. Ability to prioritise and delegate responding to mail and emails and respond to emails directly on behalf of senior managers.	Interview
5. Experience of working with minimal direction using discretion and initiative.	Interview
6. Experience of using, developing and maintaining financial and administrative support systems.	Interview
7. Demonstrate commitment to effective team working.	Interview