

## Job Profile and Working for Stockport



### Stockport

to keep the people of Stockport at the heart of what we do.

### Team

to succeed as a team, collaborating with colleagues and partners.

### Ambition

to drive things forward with ambition, creativity and confidence.

### Respect

to value and respect our colleagues, partners and customers.

## Our Council

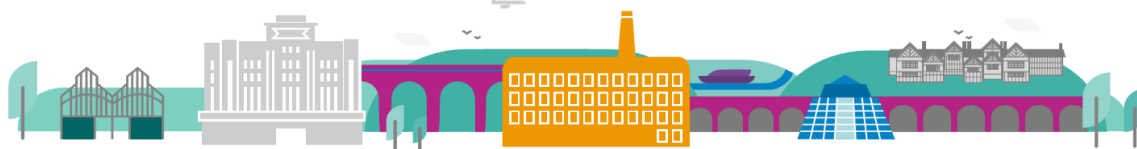
Our employees are our **greatest asset**. We're proud of the way we provide vital frontline services every day and work together, as **one team**.

Our 4 **core values** as shown above, run through everything that we do, and we aim to stay **true** to them regardless of the challenges that we may face.

To **support** our values, we have policies, guidance and procedures around health, safety and welfare, customer care, emergency planning and security that all our **colleagues** are adhering and working to.

We also **pride** ourselves on our commitment to wellbeing and inclusivity of our colleagues and residents.

You can find out more about working for Stockport Council and some of the benefits that we offer our employees at <https://greater.jobs/locations/stockport/>



## About the Job

<b>Role:</b>	Personal Assistant
<b>Service Area:</b>	Business Support
<b>Directorate:</b>	Corporate and Support Services
<b>Salary Grade:</b>	Scale 4

### Main Purpose of the Job

As a Personal Assistant (PA) you will provide direct and often bespoke Business Support to a small number of Service Directors / Assistant Directors, managing the often-complex diaries, meetings and forward planning of their work. The role of PA, although part of a team of other PAs, forms a part of the wider Business Support service. Business Support provides high quality administration support, working with colleagues to help them transform and deliver their services.

With some supervision or direction, you will be expected to undertake a range of activities including the following (although please note it is not an exhaustive list):

### Key Responsibilities

- Provide comprehensive and confidential personal support to Senior Leader(s).
- Be the first point of contact for anyone wishing to see or speak to Senior Leader(s).
- Manage Senior Leader(s) calendars and meetings including organising, collating papers, attending and minuting meetings.
- Anticipate and address the needs of the Senior Leader(s).
- Advise and direct all Managers and Heads of Service reports through the appropriate governance channels.
- When necessary, provide support to other Managers directly managed by the Senior Leader(s).
- Track enquiries received into the service and ensure timely responses are provided.
- Proof read strategic documents and documentation to be put in the public domain as required.
- To work positively and inclusively with colleagues and customers so that the Council provides a workplace to deliver a service that does not discriminate against people on the grounds of their age, disability, gender reassignment, marriage, civil partnership, pregnancy, maternity, race, religion, belief, sex, or sexual orientation.



- To fulfil personal requirements, where appropriate, with regards to Council policies and procedures; standards of attendance; health, safety and welfare; customer care; emergency; evacuation; security; and promotion of the Council's priorities.

### **Additional Information**

The responsibilities set out in this document, in the advert and any additional information are intended to provide a flavour of the work you will carry out. It is not possible to include everything you will be asked to undertake, and we expect all colleagues to work flexibly according to business needs and to enhance your own development. Your skills, abilities and training needs will be taken into account; and discussed with you when any significant changes to your role are needed. In line with our flexible approach, you may be required to work from home for a proportion of your time or from any of the Council's sites across the borough.

The Council is an inclusive employer and holds the Disability Confident and Armed Forces Covenant accreditations. If you have a disability, we will support you by implementing reasonable adjustments to enable you to perform your role.

## **About You**

Please use your application to tell us how well you meet the criteria listed below as these are the key skills, experience, technical expertise and qualifications needed to be successful in the role. We will then use all the information you provide in your application to help us decide whether you are shortlisted for interview. Any interview questions or additional assessments such as tests or presentations may also be broadly based on these criteria:

- Working to the Council's values and behaviours by:
  - Keeping the people of **Stockport** at the heart of what we do
  - Succeeding as a **team**, collaborating with colleagues and partners
  - Driving things forward with **ambition**, creativity and confidence
  - Showing value and **respect** to our colleagues, partners and customers.
- Experience of developing a trusted relationship and providing support to Senior Managers.
- Experience of working in a politically sensitive organisation.
- High level secretarial and administrative skills and experience.
- Ability to work proactively and accurately under pressure to tight deadlines.
- Ability to use initiative to meet the requirements of Senior Leader(s).
- Meeting governance and minute taking.
- Confident and effective interpersonal skills, working with colleagues at all levels throughout the organisation and across partners to achieve positive outcomes.
- Highly effective organisational skills.
- Analytical skills with the ability to problem solve and interpret information.
- Effective oral and written communication skills.
- Experience of supporting projects and/or teams in achieving objectives.
- Demonstrable numeracy, literacy and ICT skills at Level 2 (GCSE) or above and experience with Microsoft Applications.
- Knowledge of General Data Protection regulations (GDPR).