

Job Description

Section A: Job Profile

The job profile outlines key information relating to the salary and working conditions e.g., location of a job, along with the current focus of the role and a brief description of the main duties.

Job Details

| | |
|----------------------------|---|
| Job Title: | Personal Assistant to the Extended Leadership Team |
| Salary: | £30,559 - £33,366 pro rata |
| Grade: | Grade 8 |
| Hours: | 37 per week. We are open to discussions about flexible working, only full-time hours available. |
| Team: | Business Support Service Team (Directors' Office) |
| Service Area: | Business Support Service |
| Primary Location: | County Hall, Oxford OX1 1ND We support Hybrid working |
| Budget responsibility: | N/A |
| Responsible to: | Business Support Service Team Leader (Directors Office) |
| Responsible for: | Some direct responsibility for supervision, direction or co-ordination of other employees as allocated (e.g. regular advice, instruction, monitoring) |
| Political Restricted Post: | No |

Job Purpose

To provide a high level of support to the Deputy Directors in their Leadership role ensuring that relevant support is always provided.

Job Responsibilities

This is a list of the main duties or tasks that the post holder will be expected to undertake

- Providing a high level of support to the Deputy Directors in their Leadership role, showing a broad understanding of their pressures and demands and the wider organisation (including partner agencies) in which they operate
- Developing a network of internal and external contacts to enable effective horizon scanning and awareness of significant influences on the Directorate
- Supporting the Deputy Directors in the performance of their duties by being proactive, anticipating their needs and relieving them of administrative duties, showing initiative and working with minimum supervision
- To work as a team, enabling the Extended Leadership Team to function smoothly, proactively and professionally

- Any other duties as may be deemed necessary to carry out the full remit of the role

Generic Role Profile

The generic role profile provides a list of the main tasks that cover the broad range of duties and responsibilities performed at this level for the job role. An employee may not be undertaking all of these at any one time, but they could be expected to do so under their contract of employment.

Main Tasks

- Screen all correspondence to ensure contact is correctly prioritised and referred to other officers as appropriate
- Ensure an effective logging, monitoring and tracking system enables completion of deadlines to be met on correspondence, tasks and preparation for forthcoming meetings.
- Track and chase responses from delegated tasks to ensure all matters are dealt with efficiently and effectively
- Deal with any complaints referred to the Director or Deputy Directors, to include commissioning information/ drafting replies to ensure response
- Producing correspondence and reports etc. using MS Office
- Managing diaries, arranging meetings and seminars including taking minutes where appropriate and preparing papers for meetings
- Provide a professional first point of contact for staff, visitors and the public, ensuring excellent levels of customer service always
- Assist with processing of financial tasks including e-procurement and receipting of goods
- To handle sensitive information in a confidential and tactful manner, including high level case work
- To understand the core business of the Directorate and contribute to its development and delivery through the Director's Office demonstrating appropriate political awareness when dealing with enquiries from MPs and Members

Leadership and Collaboration

- Motivate and develop staff to provide high quality customer care, taking account of the sensitive, high-profile nature of the various work areas and the needs of the client groups, some of whom are vulnerable, who access these services
- Provide cover for colleagues during periods of annual leave and absence from the office including acting as a first point of contact for the service, if needed

Our Values

Our organisational values underpin everything we do and say and are supported by policies, processes and guidance. In short, our values describe 'the way we do things here' so that we deliver great services for our residents. Our values are:

- Always learning
- Be kind and care
- Equality and integrity in all we do
- Taking responsibility
- Daring to do it differently

Everyone that works for us demonstrates their commitment to these values. We will ask you to demonstrate your commitment to these values, and their associated behaviours, throughout the application process.

Section B: Selection Criteria/Person Specification

This section provides a list of essential and desirable criteria that detail the skills, knowledge, behaviours, qualifications and experience that a candidate should have in order to perform the job. The selection criteria provide a list of essential (no more than 8-10) and desirable criteria (no more than 4). The criteria are aligned to our corporate values.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

You must provide a supporting statement as part of your application which includes examples and evidence of when you have demonstrated the criteria listed below.

You will be expected to address each point separately and in the order listed. If you do not complete a full supporting statement in the requested format your application may be rejected.

Essential Criteria

Assessed By:

| | |
|---|-----|
| A Levels or equivalent qualification(s) with English and Maths at GCE level (or equivalent standard of education) or comparable ability | A&D |
| Proven experience and track record of successfully providing personal administration in a senior support role | A&I |
| Flexible attitude and able to handle change effectively. | A&I |
| Experience of using MS Office, i.e. Word, Excel, PowerPoint, Outlook including electronic diary management to an advanced level | A&T |
| Able to find solutions and use own initiative | A&I |
| The ability to use a keyboard with a high level of precision and speed | A&I |
| The ability to work under a high degree of pressure including meeting unpredictable deadlines and dealing with conflicting demands | A&I |
| Methodical and organised approach to tasks, with an eye for detail. | A&I |
| The ability to make frequent decisions and exercise initiative independently | A&I |

Desirable Criteria

Assessed By:

| | |
|--|-----|
| NVQ 3 or higher in administration | A&D |
| Experience in a similar organisation (public sector) | A&I |

Section C: Pre-employment checks

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates. Further information can be found here [Pre-employment checks](#)

Additional pre employment checks specific to this role include:

| | |
|---|--|
| <input type="checkbox"/> Enhanced Disclosure and Barring Service check with Children's and Adults Barred List | <input type="checkbox"/> Enhanced Disclosure and Barring Service check without an Adult/Children's barred list check |
| <input type="checkbox"/> Enhanced Disclosure and Barring Service check with Children's Barred List | <input type="checkbox"/> Enhanced Disclosure and Barring Service check with Adults Barred List |
| <input type="checkbox"/> Standard Disclosure and Barring Service check | X Basic Disclosure where the post holder will have access to sensitive or personal information about children |
| <input type="checkbox"/> Disqualification for Caring for Children (Education) | <input type="checkbox"/> Overseas Criminal Record Checks |
| <input type="checkbox"/> Prohibition from Teaching | <input type="checkbox"/> Professional Registration |
| <input type="checkbox"/> Non police personnel vetting | <input type="checkbox"/> Disqualification from Caring |
| <input type="checkbox"/> Other (please specify): | |

Section D: Working Conditions

This is a guide to the working conditions and the potential hazards and risks that may be faced by the post-holder.

Health & Safety at Work

| | |
|--|---|
| You are responsible for your own health, safety and wellbeing, and undertaking health and safety duties and responsibilities for your role as specified within Oxfordshire County Councils Health and Safety Policy. | |
| The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). | |
| <input type="checkbox"/> Provision of personal care on a regular basis | <input type="checkbox"/> Driving HGV or LGV for work |
| <input type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects | <input type="checkbox"/> Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes) |
| <input type="checkbox"/> Working at height/ using ladders on a regular/ repetitive basis | X Restricted postural change – prolonged sitting |
| <input type="checkbox"/> Lone working on a regular basis | <input type="checkbox"/> Restricted postural change – prolonged standing |
| <input type="checkbox"/> Night work | <input type="checkbox"/> Regular/repetitive bending/ squatting/ kneeling/crouching |
| <input type="checkbox"/> Rotating shift work | <input type="checkbox"/> Manual cleaning/ domestic duties |
| <input type="checkbox"/> Working on/ or near a road | <input type="checkbox"/> Regular work outdoors |
| <input type="checkbox"/> Significant use of computers (display screen equipment) | <input type="checkbox"/> Work with vulnerable children or vulnerable adults |
| <input type="checkbox"/> Undertaking repetitive tasks | <input type="checkbox"/> Working with challenging behaviours |
| <input type="checkbox"/> Continual telephone use (call centres) | <input type="checkbox"/> Regular work with skin irritants/ allergens |

| | |
|--|--|
| <input type="checkbox"/> Work requiring hearing protection (exposure to noise above action levels) | <input type="checkbox"/> Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres) |
| <input type="checkbox"/> Work requiring respirators or masks | <input type="checkbox"/> Work with vibrating tools/ machinery |
| <input type="checkbox"/> Work involving food handling | <input type="checkbox"/> Work with waste, refuse |
| <input type="checkbox"/> Potential exposure to blood or bodily fluids | <input type="checkbox"/> Face-to-face contact with members of the public |
| <input type="checkbox"/> Other (please specify): | |

Agile Working

All staff may be required to work from a different base or in a different location at some point in the future in line with any Council or school needs. Such changes will be made after proper consultation and shall be deemed to be reasonable after taking into account any personal requirements.