**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

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| Job Title: | Personal Assistant (Executive Support Team) |
| Salary: | £30,559 - £33,366 |
| Grade: | 8 |
| Hours: | 37 |
| Team: | Directors Office |
| Service Area: | CEF Business Support Service |
| Primary Location: | County Hall OX1 1ND*Please note we are actively looking at our ways of working using everything we have learnt and heard from our people about the organisational and personal benefits of agile working.  What you can absolutely expect from working at Oxfordshire County Council (OCC) is that you will have the support to do your job and deliver great results, wherever you are based.*  |
| Budget responsibility: | No |
| Responsible to: | Business Support Team Leader |
| Responsible for: | Limited or no direct responsibility for supervision, direction or co-ordination of other employees (e.g. demonstration of duties) as allocated |
| Political Restricted Post: | No |

## Job Purpose

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| This is a brief overview of the key objectives of the job including the context within the team/department.This role will provide enhanced professional support to Director and Deputy Directors within Children, Education and Family Directorate and enable the best possible support to be provided to both internal and external customers. |

## Job Responsibilities

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| 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 Director and Deputy Directors in their Leadership roles, 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 Director and 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 Senior Leadership Team to function smoothly, proactively and professionally.Main Tasks* To plan, organise and act on behalf of the designated Director or Deputy Directors.
* To deal effectively and proactively with all matters on behalf of the Director or Deputy Directors ensuring they are dealt with without need for escalation wherever possible.
* To field all queries (telephone, email, letter or in person) and respond to them, wherever possible, in accordance with corporate customer response timescales.
* To ensure actions from meetings are followed up and completed by the time of the next meeting.
* To ensure that effective systems are established and maintained so that a high-quality service can be provided.
* To be alert to politically sensitive issues and bring them to the attention of the appropriate Director or Deputy Directors at the earliest opportunity.
* To liaise closely with Council Members, the Leadership team and other members of staff.
* To provide a full administrative support role for the Director and Deputy Directors including, but not restricted to:
	+ Dealing with sensitive written (including email) correspondence on behalf of the Director or Deputy Directors.
	+ Managing diary commitments and requests.
	+ Setting up, arranging and minuting meetings.
	+ Ensuring paperwork is available and in order, for all meetings to be attended.
	+ Ensuring agendas and papers are complete and in a finalised form prior to all meetings.
	+ Fielding telephone calls.
	+ Processing of invoices and budget monitoring where required.
	+ Bringing to the attention of the Director or Deputy Directors any issues of urgency/sensitivity.
* To adopt a creative and innovative approach to making improvements to current practices and suggesting new ones.
* To represent the Director or Deputy Directors with a positive, customer-focused ‘can do’ attitude.

To carry out whatever responsibilities are designated to the post holder by the Director and Deputy Directors commensurate with the responsibilities of the role. |

# 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 to perform the job.

Each of the criteria listed below, and your commitment to our values, will be measured through the application form/CV (A) and optionally one or more of the following - 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.

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| --- | --- |
| Essential Criteria | Assessed By: |
| **Educational achievements, Qualifications, Training and Knowledge:*** Educated to A level, or equivalent, or comparable ability.
 | A, D |
| **Experience:*** Proven experience and track record of successfully providing personal administration in a senior support role.
* Experience of using MS Office, i.e. Copilot, Word, Excel, PowerPoint, Outlook including electronic diary management to an advanced level.
* Experience of minute taking at senior meetings, with attention to detail.
 | A, I, T |
| **Job related aptitude and skills:*** Flexible attitude and able to handle change effectively.
* Able to find solutions and use own initiative.
* The ability to work under a high degree of pressure including meeting unpredicatble deadlines and dealing with conflicting demands.
* Methodical and organised approach to tasks with an eye for detail.
 | A, I |
| **Personal qualities:*** Commitment to providing excellent customer service with a drive for continuous improvement.
* Ability to work alone, as well as working collaboratively as a team member.
* Able to deal with work of a confidential and sensitive information.
* Commitment to continuous personal development.
* Ability to make decisions and exercise initiative independently.
 | A, I |
| **Essential:*** Satisfactory Basic Disclosure and Barring Service check
 | D |
| **Equal Opportunities:**Commitment to, and understanding of, the principles of Equal Opportunities for all, in employment and the delivery of services.  | A, I |

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| Desirable Criteria | Assessed By: |
| **Educational achievements, Qualifications, Training and Knowledge:** * Degree or NVQ 3 or higher in administration or a PA qualification
 | A, D |
| **Experience:*** Experience in a similar organisation (public sector)
* To be creative and innovative in the approach to introducing new practices and improving current ones.
 | 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](https://www2.oxfordshire.gov.uk/cms/content/support-attending-interviews)

Additional pre employment checks specific to this role are identified below (those ticked).

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| --- | --- | --- | --- |
| [ ]  | Enhanced Disclosure and Barring Service check with Children’s and Adults Barred List | [ ]  | Enhanced Disclosure and Barring Service check without [an Adult/Children’s barred list check](https://intranet.oxfordshire.gov.uk/cms/content/safer-recruitment-and-disclosure-and-barring-service-checks#enhanced-dbs-check-without-an-adult-childrens-barred-list-check) |
| [ ]  | Enhanced Disclosure and Barring Service check with Children’s Barred List | [ ]  | Enhanced Disclosure and Barring Service check with Adults Barred List |
| [ ]  | Standard Disclosure and Barring Service check | [x]  | Basic Disclosure |
| [ ]  | Disqualification for Caring for Children (Education) | [ ]  | Overseas Criminal Record Checks |
| [ ]  | Prohibition from Teaching | [ ]  | Professional Registration |
| [ ]  | Non police personnel vetting | [ ]  | Disqualification from Caring |

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| [ ]  | 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 and 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).

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| [ ]  | Provision of personal care on a regular basis | [ ]  | Driving HGV or LGV for work |
| [ ]  | Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects | [ ]  | Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or a council vehicle for work purposes) |
| [ ]  | Working at height/ using ladders on a regular/ repetitive basis | [x]  | Restricted postural change – prolonged sitting |
| [ ]  | Lone working on a regular basis | [ ]  | Restricted postural change – prolonged standing |
| [ ]  | Night work | [ ]  | Regular/repetitive bending/ squatting/ kneeling/crouching |
| [ ]  | Rotating shift work | [ ]  | Manual cleaning/ domestic duties |
| [ ]  | Working on/ or near a road | [ ]  | Regular work outdoors |
| [x]  | Significant use of computers (display screen equipment) | [ ]  | Work with vulnerable children or vulnerable adults |
| [ ]  | Undertaking repetitive tasks | [ ]  | Working with challenging behaviours |
| [ ]  | Continual telephone use (call centres) | [ ]  | Regular work with skin irritants/ allergens |
| [ ]  | Work requiring hearing protection (exposure to noise above action levels) | [ ]  | Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres) |
| [ ]  | Work requiring respirators or masks | [ ]  | Work with vibrating tools/ machinery |
| [ ]  | Work involving food handling | [ ]  | Work with waste, refuse |
| [ ]  | Potential exposure to blood or bodily fluids | [ ]  | Face-to-face contact with members of the public |

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| [ ]  | Other (please specify):       |

April 2022