**SOUTH YORKSHIRE FIRE & RESCUE**

**JOB DESCRIPTION**

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| **POST TITLE** | Personal Assistant to Executive Team and Heads of Function |
| **GRADE** | Grade 5 |
| **FUNCTION** | Executive Support Team |
| **PERMANENT BASE** | SYFR Headquarters Sheffield / Agile Working |
| **RESPONSIBLE TO** | Executive Assistant |
| **RESPONSIBLE FOR** | N/A |

**OVERALL PURPOSE OF JOB**

To provide a confidential personal assistant support service to members of the Executive Team and Heads of Function.

**MAIN RESPONSIBILITIES**

1 The provision of a confidential support service to the Executive Team and Heads of Function.

2 Work with the Executive Support Team to provide an efficient support service with the ability to manage your own workload and work flexibly in a constantly changing environment.

3 Proactively manage multiple diaries, accommodating regular complex changes in the schedule, and prioritising commitments.

4 Proactively organise and forward plan board and committee meetings. Organise the cycle of meetings, ensure timetables and deadlines are met, and book venues.

5 Call for and collate items, prepare and publish agendas and papers for meetings.

6 Attend and minute meetings, providing accurate and timely records, tracking actions and maintaining decision logs.

7 Implement good time management and organisational skills, effective and efficient working practices to manage emails, tasks, meeting preparation and duties within the role.

8 To assist the Executive Assistant with the organisation of the annual long service ceremony, and to support the issue of long service awards and medals to members of staff.

9 Co-ordinate the annual schedule of station and department visits for the officers and managers, and maintain the database.

10 Co-ordinate travel arrangements and itineraries for attendance at external events, conferences and meetings.

11 To ensure the courteous, effective and efficient organisation of and support to visiting guests.

12 To liaise with partners and external bodies including other emergency services, Local Resilience Forum, the National Fire Chiefs’ Council, Government officials and Members of Parliament, Fire & Rescue Authority Members, Union representatives, local dignitaries and members of the general public.

13 To maintain electronic records and databases and maximise the use of ICT in order to enhance efficiency and effectiveness.

14 To provide cover and deputise for the Executive Assistant when required.

15 To fully participate in SYFR’s Performance Development Review process according to the responsibilities of the role.

16 Practice and promote SYFR’s equality & diversity and health, safety and wellbeing policies.

17 To ensure that risk is managed effectively within the section in accordance with corporate strategies and plans.

18 To successfully complete any training and development that is required for the role.

19 To carry out such other duties within the department as from time to time may be required, which are commensurate with the grading of this post.

20 To be responsible for the accurate and appropriate processing of data, ensuring compliance with organisational policies and procedures (ie, data protection).

**NOTE:** This document is produced as a guide to the general nature of the post and the list of duties is neither exhaustive nor exclusive.

**ANY OTHER INFORMATION** (including special conditions of service)

Flexi time

**PERSON SPECIFICATION**

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| **Criteria** | **Essential** | **Desirable** |
| **Qualifications** | | |
| 4 GCSEs (A-C) including English and Maths or NVQ equivalent | X |  |
| Recognised Business or Secretarial Qualification |  | X |
| **Knowledge and Skills** | | |
| Understanding the importance of providing a confidential support service. | X |  |
| Ability to exercise initiative, tact, discretion and diplomacy. | X |  |
| Ability to work under pressure and deal with conflicting demands. | X |  |
| Ability to suggest change and challenge existing procedures. | X |  |
| Excellent communication skills including relationship and diplomacy skills. | X |  |
| Ability to work own initiative and as part of a team. | X |  |
| To demonstrate good time management skills and manage own workload. | X |  |
| Demonstrate the need to maintain sensitive information and records securely in order to prevent inappropriate access. | X |  |
| **Experience** | | |
| Experience of working as a Personal Assistant in a team environment. | X |  |
| Experience of using a variety of Window based applications. | X |  |
| Experience in liaising with a wide range of people both internal and external to organisation. | X |  |
| Experience in managing workloads and task prioritisation, and working in a constantly changing environment. | X |  |
| Experience of supporting meetings including preparing agendas, taking minutes, monitoring actions and recording decisions. | X |  |
| Public sector experience. |  | X |
| **Personal Effectiveness** |  |  |
| Credible and trustworthy. | X |  |
| Proactive. | X |  |
| Flexible. | X |  |
| Diplomatic. | X |  |