

Job Description



South
Cambridgeshire
District Council

DEPARTMENT Chief Executive	LOCATION South Cambridgeshire Hall, Cambourne
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JOB TITLE Executive Support Officer (PA)	POST NUMBER
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GRADE Grade 4	SCP RANGE Scp 20 - 25
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RESPONSIBLE TO Chief Executive, Chief Operating Officer	RESPONSIBLE FOR
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HEALTH CONSIDERATIONS/RISK/SURVEILLANCE REQUIRED VDU habitual user

DESCRIPTION OF DUTIES AND RESPONSIBILITIES

Key Result Areas/Overview

To provide a comprehensive and confidential executive management and PA support service to the Council's Chief Executive and Chief Operating Officer. To support the Senior Management Team (SMT) as required.

Dimensions of Job

The Council's Senior Management Team cover the following service areas:-

- Finance
- HR and Corporate services
- Housing and Communities
- Environment and Waste management
- Business Transformation
- Planning
- Legal (Governance and Monitoring Officer)

Whilst primarily reporting to and working for the Chief Executive and Chief Operating Officer, the role will also provide occasional support to the wider SMT as required.

Key Contacts/Communication Links

Internal

Chief Executive
Chief Operating Officer
Heads of Service
Staff from all areas
Leader, Cabinet and other elected members
Chairman of the Council

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External

Members of the public
Other neighbouring authorities
Partner Organisations
Members of Parliament

Key Responsibilities/Specific Duties

1. To provide a comprehensive executive management support service including a full range of personal and confidential executive PA/secretarial services to the Chief Executive and Chief Operating Officer, including diary and email management, arranging events and meetings, word processing, drafting letters, complaint and file management.
2. To be responsible for all incoming mail, telephone calls and email and determine which requires the personal attention of the Chief Executive and Chief Operating Officer and forward correspondence, emails and telephone calls appropriately.
3. To log, monitor and follow up actions in respect of tracking correspondence/documents. Liaison with Heads of service and wider staff as necessary.
4. To deal with Freedom of Information and Data Subject Access requests as appropriate.
5. To organise and manage the personal office administration Chief Executive and Chief Operating Officer to ensure the effective and efficient support of managerial, operational and administrative needs.
6. To produce and collate documents and reports as required, including graphics, tables, appendices and layouts.
7. To set up purchase orders and ensure timely payment of invoices using the council's financial systems.
8. To be the first point of contact for personal visitors and telephone enquiries on behalf of the Chief Executive and Chief Operating Officer and ascertain the nature and substance of their visits/enquiries and decide on the most appropriate course of action.
9. To make appropriate arrangements for meetings including organising hospitality, key speakers and venues/meeting rooms (including set up of voice/digital/video conferencing). To ensure that travel and accommodation arrangements are made for attendance at external conferences where necessary.
10. To contribute to the success of meetings, ensuring the correct people attend, ensure the preparation and distribution of agendas, reports and working papers, taking notes and producing minutes and to attend meetings on and offsite as required.

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9. To receive, log, monitor and chase Local Government Ombudsman (LGO) complaints, ensuring that complaints are referred to the appropriate Head of Service.
10. To liaise and work closely with other executive support officers (PA) to ensure a co-ordinated approach to the provision of executive and secretarial support to the Leader and Chairman. To provide cover for the other executive support officer during periods of absence.

General to all job descriptions

To comply with the Council's Equalities policy, Code of Conduct and other relevant policy, procedures and legislation.

To comply with/ensure compliance with the Council Data Protection Policies and the Data Protection Regulations (GDPR) and other relevant legislation. Ensuring data security at all times

This post carries specific responsibilities for Health and Safety and Risk Management, in particular the carrying out/updating of Risk Assessments and safe working procedures.

South Cambridgeshire District Council's Safety Policy and other safety procedures and guidelines are deemed part of this job description. Employees must look after their own health, safety and welfare and be mindful of other persons who may be affected by their acts. Employees must co-operate and comply with management instructions regarding Health and Safety issues and report all accidents, incidents, near misses and problems as soon as practicable to their supervisor, manager or other senior members of staff available.

The responsibilities outlined above cannot totally encompass or define all tasks that may be required of the post-holder. The outline of responsibilities given above may, therefore, vary from time to time without materially changing either the character or level of responsibility or grade.

Job Description Last Reviewed: 2 January 2020