

JOB DESCRIPTION

Job Title: BSL Personal Assistant		Ref No:	JE Ref: G627(2)
Directorate: Communities	Band: 7	Location: Dumfries	
Responsible To:	Democratic Services Manager		
Responsible For:	N/A		
Job Purpose:	<p>Providing direct executive support to the assigned Elected Member in the delivery of their responsibilities.</p> <p>To provide a highly organised, professional and committed Personal Assistant Service.</p> <p>To take full responsibility for supporting the assigned Elected Member</p> <p>Provide confidential, comprehensive and proactive executive support to the Elected Member using a high degree of initiative and BSL skills.</p> <p>Ensure the effective organisation of all their business commitments, responsibilities and diary, and to act as a first point of contact for the Elected Member, organising papers and agendas for meetings and gathering any necessary briefings</p> <p>Develop a good understanding of the operational environment and the Elected Member's relationships and priorities</p> <p>Act as effective first point of contact and coordinate actions on behalf of the Elected Member.</p>		
Main Responsibilities:	<p>To provide dedicated personal executive support to the Elected Member with an emphasis on dealing with issues and resolving matters, that do not require their direct involvement. This will require the postholder to have an extensive understanding of the Elected Member's objectives and priorities.</p> <p>Independently carry out the wide range of activities associated with the role of BSL Personal Assistant to an Elected Member.</p>		
Job Activities:	<p>To provide a comprehensive, confidential and high quality executive support service to ensure the efficient and effective organisation of the Elected Member's work.</p> <p>Management of Elected Member's business commitments and diary, making decisions regarding the appropriateness and priority of appointment requests and using independent judgement to make necessary revisions.</p>		

Provide support to the Elected Member with an emphasis on dealing personally with a wide range of administrative and support issues that do not require the direct involvement of the Elected Member in the first instance, necessitating an awareness of current key issues which may be of a very sensitive nature, and an in-depth understanding of the prevailing local political environment.

Act as first point of contact for telephone calls to and visitors for the Elected Member, ensuring that they are screened, attended to and dealt with/delegated appropriately in a confident and professional, courteous and efficient manner.

Manage and prioritise all incoming and outgoing correspondence at all times, including the Elected Member's email, demonstrating a high level of accuracy, discretion and confidentiality while ensuring responses to deadlines are met.

Establish and manage systems for tracking correspondence, including diarising time-limited correspondence, and dealing with routine items

Undertake research into a wide range of issues. Source, develop and collate information and briefings such that the Elected Member can proceed to take action.

Ensure the Elected Member arrives at all meetings fully briefed in advance, with the relevant paperwork and information.

Prepare and circulate agendas etc and attend meetings and take minutes as and when required.

Attend and interpret informal meetings, e.g Community Council meetings, Group Meetings, Constituent meetings etc

Take responsibility for planning, arranging and organising meetings.

Liaise with Chief Officers and others on behalf of the Elected Member, either on own initiative, or as directed.

Ensure effective data management, including storage and retrieval systems are in place for paper and electronic files in this respect.

Prepare presentations, publicity, materials, circulars and internal bulletins as required using, for example, Power Point or other appropriate applications

Maintain close links with other Personal Assistants to ensure consistent and up to date practice and approach.

Maintain practice and procedure that ensures effective communication, workflow and quality control of all materials and correspondence.

Organise personal matters as appropriate relating to the Elected Member's business commitments, including travel expense returns.

	<p>Undertake any other duties and responsibilities as required by the Elected Member.</p> <p><i>The job activities listed are not exhaustive and may be added to or amended consistent with the job purpose.</i></p>
<p>Performance Management</p>	<p>To manage your own performance and any staff you may be responsible for in accordance with the Council's values.</p> <p>To achieve the agreed performance targets detailed in the work plan and contribute to performance development review.</p> <p>To manage your own performance in compliance with all Codes, Regulations and procedures including Code of Conduct, Health and Safety and Information Management.</p> <p>To manage risk, promote risk awareness and prioritise work in light of the risk analysis.</p> <p>To actively commit to the Council's equality and diversity objectives and associated policies that promote fairness and equality and celebrate diversity, in dealing with colleagues, clients and service users.</p> <p>To take all reasonable measures to limit carbon emissions and reduce energy/ resource consumption when undertaking work activities.</p>
<p>Prepared by:</p>	<p>OD&HR</p>
	<p>May 2022</p>