



## **ROLE DESCRIPTION**

<b>Job Title</b>	Personal Assistant
<b>Salary Band</b>	24-26
<b>Reporting to</b>	Business Support Hub Lead
<b>Directorate</b>	Resources
<b>Service Area and sub area</b>	Delivery and Assurance Unit
<b>Team</b>	Business Support Hub
<b>Political Restriction</b>	None

<b>1. Primary Purpose of the Post</b>
To provide Executive level support to the Director of Transport Infrastructure Programmes / Director of Transport using extensive secretarial duties and administration functions
<b>2. Your responsibilities</b>
<ul style="list-style-type: none"><li>• Providing support in line with directorate objectives.</li><li>• Deal with all queries in a timely manner.</li><li>• Planning meetings.</li><li>• Extensive diary management.</li><li>• Acting as the first point of contact and having the ability to be a “gatekeeper of time”.</li><li>• Assist in meeting preparations and minute taking when required.</li><li>• Preparing presentations.</li><li>• Preparing reports.</li><li>• Arranging travel but within the UK and internationally.</li><li>• Drafting correspondence (letters, emails etc, both internal and external).</li><li>• Working as part of a team to deliver departmental and corporate objectives.</li><li>• Ability to establish credibility quickly.</li></ul>
<b>3. General Corporate Responsibilities</b>
<ul style="list-style-type: none"><li>• Continuously demonstrating the behaviours of LCR First, Respect and Action Focused</li><li>• Regular dialogue and positive business relationship building with internal and external colleagues</li><li>• Sharing knowledge and information with others</li><li>• Building personal and departmental credibility</li><li>• Ensuring customer focus, inclusion and value for money are at the heart of decision making and implementation</li></ul>
<b>4. Recruitment Plan</b>



**LIVERPOOL  
CITY REGION**  
COMBINED AUTHORITY

**METROMAYOR**  
LIVERPOOL CITY REGION

Competency Based Interview

## PERSON SPECIFICATION

**Job Title:** Personal Assistant

Criteria		
Qualifications and Training	E = Essential D = Desirable	Identified By
Educated to at least 5 GCSE or equivalent	E	A
Computer literate to a high standard, particularly in Outlook, Word, and PowerPoint	E	A
Ability to use Microsoft SharePoint	D	A
Project management qualification (APM, PRINCE2 certifications, MSP, PMBOK)	D	A

Experience and knowledge	E = Essential D = Desirable	Identified By
Experience of working on own and use of own initiative	E	A, I
Experience of working as part of a team	E	A, I
Experience of taking accurate minutes and following up actions from relevant meetings	E	A, I
Experience of booking meetings and managing diary commitments	E	A, I
Experience of planning and booking UK and international travel	E	A, I
Knowledge and/or experience of the public transport industry	D	A, I

Skills and abilities	E = Essential D = Desirable	Identified By
Ability to work to tight deadlines	E	A, I
Attention to detail	E	A, I
Ability to prioritise, good organisational skills	E	A, I
Excellent diary management skills	E	A, I
Excellent communication skills, both oral and written	E	A, I
Ability to remain composed and effective in fast paced environments with competing demands.	E	A, I
Discretion engendering trust and confidence. The position has regular access to highly confidential and sensitive information	E	A, I

Personal Attributes	E = Essential D = Desirable	Identified By
Can-do attitude	E	A, I
High degree of resilience, perseverance, commitment and focus	E	A, I
Approachable at all times and in all situations	E	A, I



Flexible attitude	<b>E</b>	<b>A, I</b>
Adaptable to a fast moving and changing environment	<b>E</b>	<b>A, I</b>

<b>Core Behavioural Competencies</b>	<b>E = Essential D = Desirable</b>	<b>Identified By</b>
An ability to demonstrate our core values, including a commitment to Equality, Diversity, and Inclusion	<b>E</b>	<b>A, I</b>
Experience of/ability to contribute to a high-performance culture	<b>E</b>	<b>A, I</b>
Embed LCRCA's behaviours of LCRCA First, Action Focused, and Respect	<b>E</b>	<b>A, I</b>

### Key to Assessment Methods:

A - Application
I – Interview