

## ROLE DESCRIPTION

<b>Job Title</b>	Personal Assistant to Executive Director
<b>Salary Band</b>	SCP 24-26
<b>Reporting to</b>	Head of Chief Executive's Office
<b>Directorate</b>	Strategic Communications and Corporate Affairs
<b>Service Area and sub area</b>	Chief Executive's Office
<b>Team</b>	Chief Executive's Office
<b>Political Restriction</b>	No

<p><b>1. Primary Purpose of the Post</b></p> <p>To proactively manage the Executive Director(s) diary and time all year round, accommodating the meeting requests and engagements that the Executive Director(s) wishes to undertake, as well as those they are statutorily obliged to.</p> <p>To process all correspondence that comes into the Executive Director(s) inboxes, ensuring all correspondence is recorded and actioned.</p> <p>Providing high quality administrative and briefing support to the Executive Director(s) which is responsive to their needs and supporting them in the delivery of their work on behalf of the wider Combined Authority.</p>
<p><b>2. Your responsibilities</b></p> <ul style="list-style-type: none"> <li>• Strategic diary management (horizon scanning to identify gaps, clashes and other problems or opportunities – resolving proactively as possible and raising challenges in forward planning meetings).</li> <li>• Full preparedness for, and awareness of, daily agenda of the Executive Director(s), making sure that briefing notes and papers are prepared where required.</li> <li>• Setting up meetings and events, ensuring officer support as required.</li> <li>• Correspondence management, ensuring all correspondence is dealt with in a prompt manner. Requesting officers to draft responses to complex cases, setting effective deadlines, and following up as required.</li> <li>• Effective office administration, including tasks such as:</li> </ul>



- Answering office telephone in a prompt, timely and professional manner.
  - Ensuring stationery orders are up to date.
  - Completing all Agresso or cost code processes.
  - Booking travel requirements.
  - Ensuring Gift and Hospitality registers are maintained and up to date.
  - Liaising with Concierge/HR/IT/Asset Management as required.
- End-to-end invite process management, making sure every invitation is answered whether it is accepted or declined.
  - Inbox management of Executive Director's email addresses, recognising that these are often the first conduit that the public/government/investors have into the Combined Authority, and many are of the utmost importance and are time sensitive.
  - Acting as the public face of the Chief Executive's Office, welcoming guests to the building and ensuring meetings rooms are set up as required.
  - Providing a wide range of administrative support to Executive Directors and the Executive Leadership Team to ensure the smooth running of the office, including the compiling and circulating of agendas, noting of meetings and following up on actions.
  - Assisting Executive Directors with administrative aspects of their work using appropriate IT applications such as Microsoft PowerPoint, Excel, Word, Teams, and SharePoint.
  - Providing administrative support to Executive Directors in relation to confidential and sensitive staffing matters.

### **3. General Corporate Responsibilities**

- Retaining records and information confidentially, and in line with the Data Protection Act.
- Attending meetings of the Combined Authority and other meetings if necessary.
- Promote the Combined Authority's core values and continued improvement in service quality and efficiency.
- Operating flexibly in respect of cover for all other staff in the Office, to ensure administrative support and diary management is available for all Executive Directors during service standard office hours, and assisting with the servicing of out of hours meetings and events when required.
- To participate in all aspects of training and development as directed and to use all relevant learning opportunities to improve personal skills so as to improve effectiveness and efficiency of service delivery.



- To develop the Combined Authority's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken.

It must be understood that every employee has a responsibility to ensure that their work complies with all statutory requirements and with Standing Orders and Financial Regulations of the Combined Authority, and to ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice, and the Combined Authority's safety plan.

This job description is not intended to be prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility at the time of writing.

#### **4. Recruitment Plan**

Competency Based Interview  
Assessment

## PERSON SPECIFICATION

**Job Title:** Personal Assistant to Executive Director

Criteria		
Qualifications and Training	E = Essential D = Desirable	Identified By
Educated to at least 3 A Levels or equivalent.	D	A

Experience and knowledge	E = Essential D = Desirable	Identified By
Experience of working with senior leaders providing administrative and executive support, such as inbox and calendar management	E	A, I
Experience of working on your own and use of own initiative	E	A, I
A successful record of forward planning, prioritising, and producing work to a high standard	E	A, I
Experience of undertaking research activities, reporting and presenting findings	D	A, I
Experience of working in a senior managerial environment with access to confidential information	E	A
Experience of summarising complex information quickly and succinctly	E	A, I
Experience of working in local or national government, with knowledge of how local authorities and devolution works, and the key issues facing the City Region	D	A, I

Skills and abilities	E = Essential D = Desirable	Identified By
Ability to develop and maintain effective working relationships with senior manager and officers both internally and externally	E	A, I
Ability to monitor and track a number of key streams of work at the same time, ensuring that progress is made and outcomes delivered	E	A, I
Ability to support delivery of complex pieces of long-term work	D	A, I
Awareness of sensitivity and political issues	E	A, I



Ability to analyse and interpret information and to use judgement in creating solutions to deliver complex pieces of work	<b>D</b>	<b>A, I</b>
Effective communication skills with experience of report writing and presentations	<b>E</b>	<b>A, I</b>
Ability to meet challenging deadlines	<b>E</b>	<b>A, I</b>
Articulate and confident with negotiating and influencing skills	<b>E</b>	<b>A, I</b>
High level of organisational skills	<b>E</b>	<b>A, I</b>
High level of computer literacy especially with Microsoft packages and the production & retention of quality documents	<b>E</b>	<b>A, I</b>

Personal Attributes	E = Essential D = Desirable	Identified By
An understanding of, and a personal commitment to, the Vision and Aims of Liverpool City Region Combined Authority	<b>E</b>	<b>A, I</b>
A commitment to providing a high-quality customer service and ensuring service standards are met	<b>E</b>	<b>A, I</b>
Commitment to and understanding of equal opportunities	<b>E</b>	<b>A, I</b>
Willingness to work flexibly as and when required	<b>E</b>	<b>A, I</b>

**Key to Assessment Methods:**

KO – Knockout question	A - Application	P – Presentation	T - Test
FQ – Filter Question	I – Interview	E – Exercise	AC – Assessment