

Kent County Council

Job Description: Personal Assistant to the Corporate Director

Directorate:	Adult Social Care and Health
Unit/Section:	Corporate Director's Office
Grade:	KSF
Responsible to:	Staff Officer to the Corporate Director

Purpose of the Job:

To provide an effective and coordinated personal assistant/executive support service to the Corporate Director, Adult Social Care and Health, enabling strong, timely decision making and supporting the Corporate Director to deliver their duties in a high-level and pressurised environment.

Main duties and responsibilities:

- Play an integral role in welcoming and supporting the new Corporate Director, including arranging key introductions and helping them navigate Kent County Council ways of working and decision-making processes.
- Manage and organise the Corporate Director's complex diary appointments, ensuring attendance at meetings and availability of necessary documents.
- Handle sensitive data with complete confidentiality, managing correspondence and incoming calls within acceptable timescales.
- Take minutes of meetings, ensuring follow-up actions are completed and information is promptly distributed.
- Act as the first point of contact for the Corporate Director's office, responding to queries and complaints and taking appropriate action.
- Research, coordinate, and maintain information from various sources, providing access to key data and essential information.
- Devise and oversee administrative tracking systems to ensure timely completion of actions and deadlines.
- Plan, organise, and coordinate internal and external meetings, including preparing itineraries, arranging speakers, and overseeing the smooth running of events.
- Process purchase orders on behalf of the Corporate Director's Office.
- Assist with other tasks as requested and as appropriate.

Footnote: This job description is provided to assist the job holder to know what their main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

Kent County Council

Person Specification: Personal Assistant to the Corporate Director

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS	<ul style="list-style-type: none">• Educated to GCSE level or equivalent• Secretarial/Business Administration qualification at NVQ Level 3 or relevant experience
EXPERIENCE	<ul style="list-style-type: none">• Proven experience of working for a senior manager• Experience of drafting correspondence
SKILLS AND ABILITIES	<ul style="list-style-type: none">• Excellent organisational skills and ability to use own initiative balancing constantly changing priorities• Excellent interpersonal skills• Computer literacy – ability to develop and produce a range of documents and reports, including non-standard reports, using Word, Excel and database functions• Ability to take accurate notes and action points from meetings• Ability to undertake investigation, research and analysis of data• Ability to be assertive and deal with difficult situations and people using professional courage.
KNOWLEDGE	<ul style="list-style-type: none">• Hold or have ability to acquire detailed knowledge of the Council's constitution and decision making procedures• Hold or have ability to acquire detailed knowledge of the Council's processes, structure and services• Hold or have ability to acquire knowledge of the Record Retention Policy and Freedom of Information protocols• Knowledge of a range of IT systems including Teams, SharePoint and Outlook• Awareness of Data Protection and confidentiality issues
KENT VALUES AND CULTURAL ATTRIBUTES	Kent Values We are brave . We do the right thing, we accept and offer challenge

We are **curious** to innovate and improve
We are **compassionate**, understanding and respectful to all
We are **strong together** by sharing knowledge
We are all **responsible** for the difference we make

Our values enable us to build a culture that is:

Flexible/agile - willing to take (calculated) risks and want people that are flexible and agile

Curious - constantly learning and evolving

Compassionate and Inclusive - compassionate, understanding and respectful to all

Working Together - building and delivering for the best interests of Kent

Empowering - Our people take accountability for their decisions and actions

Externally Focused – People in receipt of care and support, families and communities at the heart of decision making