

# Kent County Council

## Job Description: *Personal Assistant to the Corporate Director*

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<b>Directorate:</b>	<b>Adult Social Care and Health</b>
<b>Unit/Section:</b>	<b>Corporate Director's Office</b>
<b>Grade:</b>	<b>KR8</b>
<b>Responsible to:</b>	<b>Staff Officer to the Corporate Director</b>

### **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 them to deliver their duties in a high-level and pressurised environment.

### **Main duties and responsibilities:**

- 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, handling queries 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.
- 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.

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## Person Specification: *Personal Assistant to the Corporate Director*

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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.

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

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** - Residents, families and communities at the heart of decision making