

Kent County Council

Job Description: Personal Assistant to Director of Public Health

Directorate:	Adult Social Care and Health
Unit/Section:	Strategic Commissioning, Public Health Advice Team
Grade:	KR7
Responsible to:	Senior Business Officer
Accountable to:	The Director of Public Health

Purpose of the Job:

Provide a comprehensive high level personal assistant and secretarial support to the Director of Public Health to enable the effective delivery of their role.

Main duties and responsibilities:

1. Provide a comprehensive personal assistance and secretarial support service to the Director of Public Health including diary and time management, allocating work to other staff where appropriate.
2. Monitor and filter incoming telephone calls and emails to the Director of Public Health, use judgment to respond directly or delegate as appropriate according to nature, sensitivity and urgency. Coordinate and monitor delegated issues and draft responses on behalf of the Director of Public Health to ensure timely resolution.
3. Prepare letters, minutes and other documents using appropriate audio, electronic office and word processing skills. Maintain an effective filing/follow up retrieval system to ensure that issues are dealt with and concluded.
4. Plan, organise and coordinate internal and external meetings and functions on behalf of the Director of Public Health. Ensure all necessary arrangements and bookings are made for travel accommodation. Arrange to receive visitors and organise hospitality at meetings and functions, as necessary.
5. Maintain knowledge and awareness of Directorate and KCC services and processes including governance and structures for committees, boards and meetings. Liaise with relevant staff to ensure briefings are provided for key meetings and provide copies of relevant papers in an accurate and timely manner.
6. Undertake research as requested by the Director of Public Health to provide intelligence to inform a response or to impart information to enable senior officers to discharge their duties effectively.
7. Devise and oversee a range of administrative tracking systems, including monitoring all initiatives and projects in which the Director is involved, including, correspondence, complaints Freedom of information requests, staff annual and sick leave, to ensure that progress is maintained on behalf of the line manager where possible and that all relevant action is taken as necessary.

8. Maintain an effective filing system (electronic and hard copy) to ensure that all key papers are maintained effectively and easily retrieved in line with the County's record retention policy, data protection and freedom of information protocols.
9. Supporting the Senior Business Officer as and when required to maintain the effectiveness of the Director or Public Health office.

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 Director of Public Health

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">• GCSE's A – C grade including English and Maths (or equivalent)or• Level 3 qualification (or equivalent)
EXPERIENCE	<ul style="list-style-type: none">• Significant experience in a similar PA role• Experience of drafting reports and correspondence• Experience of liaising with Members and Senior Officers• Experience of working with a range of contacts at all levels by phone, post, electronic mail and in person• Experience of managing / supervising staff
SKILLS AND ABILITIES	<ul style="list-style-type: none">• Organisational skills to constantly balance changing priorities to achieve a range of deadlines• Ability to remain resilient under pressure and work to tight deadlines• Excellent written and verbal communication skills• Research and analytical skills and the ability to draft correspondence• Excellent co-ordination skills when arranging meetings and appointments.• Excellent interpersonal skills to liaise effectively and confidently with colleagues and members of external groups at all levels• Confidence in dealing with the public both in person and on the telephone• Computer literacy – ability to produce a range of documents and reports, including non-standard reports and minutes, using Windows WP package, Excel spreadsheet and database functions• Proactive in tracking and chasing responses and action points from meetings and correspondence, in liaison with the managers concerned• Willingness to work flexibly as appropriate

KNOWLEDGE	<ul style="list-style-type: none"> • Knowledge and understanding of local government and the role of the council • Knowledge of the County's Record Retention Policy and freedom of information protocols • Knowledge of a range of IT systems • Knowledge of computerised and manual filing systems • Awareness of new initiatives, policy changes and the impact of any restructuring within the Directorate • Awareness of Data Protection and confidentiality issues • Staff will be expected to have an awareness of and work within national legislation and Corporate and Directorate policies and procedures
Behaviours and Kent Values	<p>Kent Values:</p> <ul style="list-style-type: none"> • 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 <p>Our values enable us to build a culture that is:</p> <p>Flexible/agile - willing to take (calculated) risks and want people that are flexible and agile</p> <p>Curious - constantly learning and evolving</p> <p>Compassionate and Inclusive - compassionate, understanding and respectful to all</p> <p>Working Together - building and delivering for the best interests of Kent</p> <p>Empowering - Our people take accountability for their decisions and actions</p> <p>Externally Focused - Residents, families and communities at the heart of decision making</p>