

## **HARBOROUGH DISTRICT COUNCIL – JOB DESCRIPTION**

POST TITLE: PA to Corporate Management Team & Leader  
Of the Council

GRADE: 4

TEAM: CMT Support

POST NO: TBC

RESPONSIBLE TO: Team Leader, CMT Support Team

### **VARIATIONS TO STANDARD CONDITIONS OF SERVICE:**

1. This is a description of a job as it is constituted at the date shown below. It is the practice of this Authority to periodically examine employees' job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager in consultation with those working directly to them. You will therefore be expected to participate fully in such discussions. It is the Authority's aim to reach agreement to reasonable changes, but if agreement is not possible management reserves the right to insist on changes to your job description after consultation with you.

DATE ISSUED: July 2025

### **JOB PURPOSE:**

- To provide a confidential administrative and secretarial service to the Corporate Management Team members and Leader of the Council.
- To assist in providing cover across all duties within the CMT Support Team, as required
- To work closely with all members of the CMT support team to ensure continuity of service and uniformity of approach, thereby providing a seamless service to CMT and Leader.
- Assist and support Service Managers as required by any future service level agreement

### **PRINCIPAL ACCOUNTABILITIES:**

Provide an efficient secretarial and administrative service within the CMT Support Team. There is a key requirement for confidentiality and political awareness and for the officer/member protocol to be observed. Due to shared services working arrangements liaison with other local authorities will be a key requirement of this post

### **JOB ACTIVITIES:**

1. Act as a first point of contacts for external communication with the relevant CMT member, and in doing so act as an ambassador on behalf of the Corporate Management Team, portraying a professional persona and a positive image of the authority. Receive callers and visitors to the office, deal with callers personally where appropriate, and forwarding calls or relay messages using judgement to prioritise and/or deal with as necessary.

2. Acknowledge & type a variety of correspondence - letters, memos, reports etc within the Council's service standards. Drafting of letters as required.
3. Maintain electronic diaries, making appointments and ensuring that the diary holder is aware of commitments. Ensure diary holders are fully briefed regarding appointments, advising on particular protocols where necessary and ensuring that they have the correct electronic copies/papers to take to meetings.
4. Keep a brought forward system of papers, to include chasing personnel within the organisation when a response is due.
5. Make travel and accommodation arrangements.
6. Manage, monitor and flag e-mails, bringing urgent matters or deadlines to the attention of the recipient.
7. To filter/deal with (as appropriate) general correspondence letters/memos.
8. Arrange meetings, making appropriate arrangements for room bookings, notifying reception of visitors and organising refreshments.
9. Organise and service meetings both internal & external (i) prepare agenda and circulate papers for meetings (ii) attend and take notes of meetings (iii) deal with follow-up actions observing confidentiality and discretion at all times
11. Maintain efficient and effective filing and data retrieval systems', ensuring confidential information is stored appropriately. This will include the utilisation of the Council's Document Management System to its full potential, as well as assisting all members of CMT in the use of this system
12. Deal with the following financial responsibilities:
  - Raise official purchase orders on behalf of Management Team when required;
  - Monitor expenditure against CMT cost centres, to assist Line Manager in the raising of invoices, raising and receipting purchase orders, and providing financial information to CMT Members .
13. Organise events and functions in relation to designated roles, booking catering, and ensuring that Health & Safety issues are taken into account.
14. Attend meetings, when required, relating Crisis Management and Emergency Planning in order to record decisions taken.
15. Undertake research as required under the guidance of, and on behalf of CMT.
16. To provide assistance to the Returning Officer and Deputy Returning Officer at election times as required.
17. To uphold and display the HDC behaviour competency framework to at least level 1.

18. To fully engage as part of the wider management team to ensure both service to finish' operations and overall effective marshalling of resources across the authority to enable a forward looking, responsive and innovative culture delivering sustainable and high quality services.
19. To ensure compliance with all Council policies and statutory requirements and guidance in relation to Equality and Diversity, Equal Opportunities, Health and Safety and Communication and involvement policies

#### Other

20. As a term of employment the post holder may be required to undertake other such duties as may reasonably be required of you in the post and department (or section) mentioned above or in a comparable post in any of the Organisation's other sections or departments at any of the Authority's establishments.

#### Health and Safety

21. To be familiar with and at all times comply with
  - the Council's general health and safety policy,
  - the Council's specific health & safety policies and procedures as detailed in the Council health and safety policy documents, and
  - local department specific health and safety procedures as amended or added to from time to time.
22. To report any unsafe practice, accident, incident, dangerous occurrence or hazard found during the course of your work to your line manager for action.
23. To take reasonable care for the health and safety of yourself and of other persons who may be affected by your acts or omissions at work. To maintain Personal Protective Equipment and to report any PPE that is defective.
24. To co-operate with all staff and members of the authority so far as is necessary to enable all health and safety requirements to be performed or complied with.
25. To ensure anything provided in the interests of health, safety or welfare is not intentionally or recklessly interfered with or misused.

## HARRBOROUGH DISTRICT COUNCIL PERSON SPECIFICATION

		<b>JOB TITLE:</b> PA to Corporate Management Team & Leader of the Council					
<b>TEAM:</b> CMT Support Team	<b>POST NO:</b> TBC	<b>GRADE: 4</b>	<b>ALLOWANCE:</b> N/A		<b>PERMANENT</b>	<b>WEEKLY HOURS:</b> 37	
<b>CRITERIA FOR SELECTION:</b> (Justifiable as necessary for safe and effective performance)		<b>ESSENTIAL REQUIREMENTS:</b> (A clear definition of the necessary criteria)			<b>ADDITIONAL/USEFUL REQUIREMENTS:</b> (where available, elements that contribute to improved/immediate performance in the job)		
Qualifications		Good standard of general education including GCSE Maths & English at grade C or equivalent or relevant experience		A	<ul style="list-style-type: none"> <li>RSA II Typing</li> <li>Willingness to undertake further administrative training as required</li> <li>European Computer Driving Licence or CLAIT or able to demonstrate equivalent experience and aptitude</li> </ul>		A A A I
Experience		Ability to effectively prioritise and organise own workload Experience in agenda and minute taking, also construction of letters, reports and presentations Experience of maintaining and organising electronic diaries, monitoring, managing, and filtering emails and telephone calls, using own initiative to respond accordingly experience of working within a confidential environment, with a working knowledge of Data Protection requirements Financial records administration Excellent knowledge of Microsoft Office suite Ability to use a Document Management System Monitoring budgets		A I A I T A I A A I T A A A	<ul style="list-style-type: none"> <li>Experience of dealing with customer complaints</li> <li>Experience of working in a political environment.</li> <li>Experience of organising events</li> <li>Experience of carrying out risk assessments</li> </ul>		A A A A
Other Skills		Well developed communication skills Customer care skills including dealing with enquiries in a confidential and diplomatic manner Ability to work under pressure Ability to work as part of a team There will be an occasional requirement to work outside normal office hours		A I A A A I A	<ul style="list-style-type: none"> <li>Shorthand to 60 wpm</li> <li>Typing to 60 wpm</li> <li>Audio typing</li> <li>Ability to carry out research with guidance</li> </ul>		A A A A

**A = Application**

**I = Interview**

**E = Evidence**

**T = Test / Assessment**