



Job Description

POST TITLE	Leadership Secretary	POST NO:	CE0020
SERVICE UNIT	Operations / Chief Executive	GRADE:	8
JOB EVALUATION	A2066		
RESPONSIBLE TO:	Chief Executive		
RESPONSIBLE FOR:	None		
LOCATION	Burnley Town Hall	STATUS	Staff

Job Purpose

To provide a full range of secretarial, administrative, information and support services to the Chief Executive and Council Leader, ensuring that they can carry out their duties with maximum effectiveness and to have close co-operation with the Chief Operating Officer and councillors.

MAIN DUTIES AND RESPONSIBILITIES:

Together

1. To manage the time of the Chief Executive and Council Leader by controlling their diaries, making appointments, arranging meetings, and helping these leaders to use all of their working time as effectively as possible.
2. To work with the Senior Secretary to ensure that secretarial support for the Management Team is provided as requested and that cover is maintained at all times.
3. To attend meetings on behalf of the Chief Executive, report back and co-ordinate follow-up action.
4. To deal with incoming emails and correspondence on behalf of the Chief Executive and the Leader.

Enterprising

5. To be aware of current issues within the work of the Council and ensure that matters are dealt with by the appropriate person in the absence of the Chief Executive or Leader.
6. To ensure that the Chief Executive or Leader's requests to colleagues for information to be supplied or action to be taken are dealt with promptly.

7. To undertake research or information gathering, small projects and event organisation and planning.
8. To be responsible for organising and arranging travelling and accommodation requirements as required.
9. To ensure that these leaders personally take action in order to fulfil his/her own duties within the required timescales.

Ambitious

10. To organise and implement electronic filing and databases to assist in the storage and retrieval of corporate management information and be responsible for effective file management across the leadership team.
11. To devise and review systems and procedures to ensure efficient operation of the administrative arrangements and functions that support the Chief Executive, Leader and Management Team.
12. To undertake or attend learning and development events as required in order to maintain and enhance the skills required for this post.

Meeting Customer Needs

13. To provide secretarial and word processing services for the council Leaders, Executive, Management Team and, where appropriate, for leading Members of the Council.
14. As required to administrate and attend meetings with the Leader, Chief or Executive, including preparing agenda, taking notes on their behalf and co-ordinating / progress chasing follow up action
15. To receive visitors and deal with telephone calls so that leadership team can communicate openly with councillors, council employees and the full range of people outside the Council, with whom they need to deal.
16. To undertake such other duties as may be required from time-to-time which are commensurate with the salary grading of the post.

Health and Safety

Employees are required to work with their employer to provide a working environment which is safe and without risks to the health, safety and welfare of employees, and others who may be affected, in accordance with the Health and Safety at Work Act, associated regulations and the Corporate Health and Safety Policy.

FOOTNOTE

This Job Description summarises the major responsibilities of the post. It is not intended to exclude other activities, nor future changes from the post holder's responsibilities.

Equality Act 2010

If you are a disabled applicant or an employee who has become disabled and this will affect your ability to do any of the above duties the Council will consider making some changes it thinks are reasonable.

Examples of changes may include providing equipment, making alterations to the workplace or changing some parts of the Job Description.



Person Specification

POST : Leadership Secretary	GRADE: 8
DIRECTORATE : Operations / Chief Executive	POST NO: CE0020

Selection Criteria:	Essential/ Desirable E/D	Means of Assessment: Application/Interview/Test/ Presentation/ Production of Certificates A/I/T/P/C
QUALIFICATIONS		
1. RSA III or equivalent	E	A/C
EXPERIENCE		
2. Experience as a secretary or in a similar post, providing support services to senior executives	E	A/I
3. Experience of general administration working in a busy office carrying out a range of clerical and administrative tasks	E	A/I
4. Experience of using manual and computerised office systems including Microsoft software and other technology	E	A/I
5. Experience of dealing with the public	E	A/I
6. Experience of minute taking	E	A/I
7. Experience of working with senior Council Members	D	A/I
8. Experience of work within a Local Authority	E	A/I
SKILLS/KNOWLEDGE		
9. Ability to type with speed and accuracy at approximately 50 words per minute	E	I/T
10. Ability to use office equipment and computer systems effectively for word processing, spreadsheet and database applications	E	I/T

Selection Criteria:	Essential/ Desirable E/D	<u>Means of Assessment:</u> Application/Interview/Test/ Presentation/ Production of Certificates A/I/T/P/C
11. Effective organisational skills e.g. to manage time and to control an executive's diary 12. Ability to present to the public a positive and professional image of the Council when dealing with enquiries from the public, which can sometimes be in challenging circumstances 13. To be able to communicate effectively in writing for example to produce letters, agenda and minutes 14. Able to prioritise own work and that of others 15. Ability to undertake research and information gathering	E E E E E	I I/T A/I I I
Knowledge		
16. Up to date knowledge of office practices, procedures, technology and equipment	E	A/I
17. Knowledge of the role and structure of Local Government	E	A/I
Other		
18. Ability and commitment to work effectively as a member of a team	E	I
19. Ability to work on own initiative, a willingness to accept and take part in change and suggest improvements to working arrangements	E	I
20. A commitment and ability to handle confidential information and maintain discretion on sensitive and political issues at all times	E	I
21. To be flexible in approach to hours worked	E	I
22. Awareness and understanding of equality and issues	E	I

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The Burnley Way		
Burnley employees are expected to be role models the organisation's TEAM values and behaviours which are: Together, Enterprising, Ambitious and Meeting Customer Needs. Our organisational leaders and managers are expected to strive to create a culture of openness and trust, where people are led and managed in line with TEAM values acting as role models for working collaboratively to drive efficiency and service improvements in order to deliver the Council's vision and objectives. Further details are contained in the Behaviour Framework		

JD/Leadership Secretary January 2023