

JOB DESCRIPTION



Role title:	Executive Assistant
Grade and salary:	Grade F, £24,552 - £30,375
Hours:	37 per week
Department or Division:	Executive
Location:	Constabulary Headquarters, Ripley
Post reports to:	Executive Assistant to the Chief Constable
Suitable for job share or part-time:	Yes
Other considerations:	All successful applicants will be required to submit themselves for drug testing in line with the Force's Drug Policy. Due to the sensitive nature of the role, clearance is required to MV level.
Date last reviewed:	November 2022

PURPOSE AND DESCRIPTION OF JOB ROLE:

To be responsible for the control and supervision of the day to day running and procedures of the office of a member or members of the Chief Officer Team and ensure that quality of service and confidentiality requirements are met.

SPECIFIC ROLES AND RESPONSIBILITIES:

- To open, record and distribute mail and maintain accurate records and files.
- To prioritise own workload on a daily basis.
- To compose and type correspondence and any other confidential items as directed, including the transcription of audio files if required.
- To analyse information in order to action and progress routine correspondence.
- To prepare presentation material using Microsoft PowerPoint.
- To deal with all telecommunications.
- To arrange meetings and conferences, prepare agendas and appropriate administration, take and prepare minutes as required.
- To attend Regional, NPCC (National Police Chiefs' Council) and Force Meetings and provide minute taking facilities and support as directed.
- To assist in the organisation and management of specific projects and events.
- To arrange appointments and maintain appropriate diaries.
- To extract research and summarise information from records, files and reference sources, including the use of IT for database and spreadsheet work.
- To assist in the creation and implementation of systems and procedures.

- To communicate with all appropriate partners and agencies e.g, OPCC (Office of the Police and Crime Commissioner, Members of Parliament, Chief Officers of other police forces, national agencies etc.
- To maintain standards of professional practice.
- To deputise for other Secretariat Executive Assistants when absent.
- To promote equality, diversity and Human Rights in working practices.
- To work as part of a team to achieve team and organisational objectives.
- To carry out any other reasonable duties within the overall function commensurate with the grading and level of responsibility of the post.
- The postholder is required to comply with policies and procedures and any relevant legislation appropriate to the post including Equality Opportunities, Health and Safety, Data Protection and Computer Misuse.
- Whilst this role benefits from agile working, there is a requirement to be in the office on Thursdays and Fridays each week, plus a third day to be negotiated.
- On occasion to provide support to meetings or events outside normal working hours, in the evening or at the weekend.

SKILLS AND EXPERIENCE REQUIRED:

Essential:

- RSA III Typewriting/Word Processing or equivalent
- GCSE English Language Grade C or above, or equivalent qualification or previous experience of receiving and actioning written and verbal communications
- Previous experience in a PA role at a senior level
- Good organisation skills including previous experience of organising multiple diaries, arranging meetings and taking minutes
- Previous experience of managing own workload
- Good working knowledge of Microsoft Word, Excel, PowerPoint and Outlook

Desirable:

- Audio Typewriting II or equivalent
- Formal secretarial qualification

PERSONAL QUALITIES:

We have identified nine competencies that help describe what effective behaviour looks like in Derbyshire Constabulary. These competencies illustrate how we put our Force's guiding principles into practice so that everyone understands what is expected of them in their day-to-day work:

Acting with Integrity: Is trusted and respected by others and is known as someone who does what they say they'll do. Understands the impact and consequences of doing (and being seen to do) the right thing, is happy to raise concerns and will challenge inappropriate or unethical behaviour.

Working with others: Works to develop a positive team spirit and appreciates the value different backgrounds and experience can contribute to team success. Is approachable and inspires others to do their best. Treats others with dignity and respect, and maintains a positive, friendly outlook. Appreciates the contributions of others – and lets them know.

Problem solving and innovation: Uses experience, creativity and common sense to solve problems practically and innovatively. Makes sure they fully understand the problem, its cause and implications. Seeks the input and views of others. Weighs up options to make sure the solution they choose is the most effective and makes good decisions in a timely way.

Planning and organising: Is clear about their goals and creates plans and processes that are targeted at the right priorities – those that will truly deliver the most value. Copes well with change and uncertainty, knows that it's not always possible to get the full picture or remove every risk before taking action.

Communicating and influencing: Presents written and verbal communication in a clear and effective way. Puts across points of view persuasively, but keeps an open mind and is willing to change their position if sound arguments are presented back.

Personal development: Takes opportunities to improve their skills, knowledge and experience. Gives and seeks constructive feedback to help them and others develop successfully.

Delivering results: Delivers what is needed when promised. Enjoys adding value, knows what needs to be done and stays focused. Identifies issues or obstacles that could prevent or delay getting things done and takes appropriate action.

Customer focus: Knows how they personally support the service we provide to the public. Is absolutely passionate about adding value for the public and internal stakeholders, improving processes and removing unnecessary cost and waste. Understands how their attitude and behaviour impacts on public perception of the service we provide.

Operational and technical awareness: Keeps well-informed and knows what internal and external factors could impact on our performance. Promotes and pushes activity that improves performance and our service to the public. Is knowledgeable and effective in their area of expertise.