

## JOB DESCRIPTION

**JOB TITLE:** Personal Assistant (Senior Management/Director)

**LOCATION:** Across Derventio Housing Trust's offices and project locations

**ACCOUNTABLE TO:** Human Resources and Administration Director

All contracts are based on a 40 hour week (pro rata + or -)

**This role will require you to undertake an enhanced Disclosure and Barring Service (DBS) check and disclose information which would otherwise be considered "spent" under the provision of the Rehabilitations of Offenders Act 1974.**

You must be prepared to wear an ID Badge and Security Tag.

### JOB PURPOSE

To provide an efficient and responsive administrative and logistical service to the Director.  
Assist other Senior Management members with specific tasks as requested, in agreement with the Director.  
Ensure confidentiality and professionalism is maintained to a high standard in all tasks undertaken.  
To provide a range of administrative functions for the Company as directed by the Director.  
To assist with monitoring and reporting on all resource activities.  
Due to the sensitive nature of the role, to ensure professionalism at all times and have the utmost discretion, tact and diplomacy when dealing with highly sensitive matters.

### DUTIES AND RESPONSIBILITIES OF THE POST

1. Provide a professional, effective and efficient administration and support service.
2. Support and enable the Director to fulfil their role via a range of additional tasks and duties befitting a personal assistant service.
3. Maintain adaptability and flexibility as the role requires.
4. At all times act professionally and with the utmost discretion, tact and diplomacy.
5. Organise diaries, scheduling reminders and preparation of paperwork for meetings, appointments etc.
6. Attend and carry out duties outside of usual office hours (i.e., evening and weekends) by prior arrangement, when required.
7. Maintain high standards and accuracy.
8. Maintain/develop positive relationships with internal and external departments/customers.
9. Maintain and update information/databases/systems as necessary.
10. Respond to phone calls, invitations, queries etc on behalf of the Director, as requested.
11. Ensure the Director is aware of any personnel related matters and seek advice from the Director to enable them to provide advice and support to the Board, Directors, Senior Staff and all other employees.
12. Prepare agendas, reports, statistics as necessary, ensuring the Director has sufficient information in advance to prepare for all engagements, etc.
13. Assist the Director with strategic reports and activities involving the Senior Management Board. Prepare reports and take minutes as requested.
14. Schedule meetings, including arranging meeting rooms, refreshments, facilities, ensuring all those attending receive the relevant documents and information in advance. Ensure visitors meeting with the Director are well taken care of.
15. Ensure travel and accommodation arrangements are in place for meetings and events that the Director will be attending.
16. Assist in co-ordinating the recruitment and selection of employees and volunteers across the Company, including advertising, interviews, personnel references, DBS requests, contracts of employment, induction processes, taster sessions etc.
17. Assist with the processing of annual leave, sickness and other absences in accordance with the Company's policies and procedures.
18. Ensure employees' and volunteers' files (computer-based and paper-based) are kept in line with policies and procedures and comply with Data Protection laws.
19. Prepare and collate relevant monitoring and profiling reports, information and statistics as required, e.g. equality and diversity, absence levels, employee turnover, and other HR information.

20. Assist with the production and circulation of promotional and publicity materials for attracting employees/volunteers.
21. Adhere to all personal health and safety and security procedures.
22. Adhere to the company's financial regulations, standing orders, policies and procedures, in particular: Health & Safety, Confidentiality, Data Protection, Professional Boundaries and Customer Care.

***Carry out any other reasonable duties within the overall function, commensurate with the level of responsibility of the post. For operational reasons, we also reserve the right to transfer you to alternative duties. For this reason, it is a condition of employment that you are willing to do so, if requested.***

#### **DEVELOPMENT AND TRAINING**

To respond positively to new and alternative systems, and undertake training and development activities as identified.

#### **HEALTH & SAFETY**

To comply with relevant health and safety legislation, policies and procedures in the performance of the duties and responsibilities of the post.

#### **EQUALITY & DIVERSITY**

To support, promote & comply with the Company's Equality & Diversity policies in the performance of the duties and responsibilities of the post.

#### **CONFIDENTIALITY, DATA PROTECTION & GDPR**

The Company requires all employees to maintain a high standard of confidentiality, and any disclosure of information outside the proper and recognised course of duty will be treated as a serious disciplinary offence. All employees are subject to the Data Protection Act 2018/UK GDPR and subsequent updates.

#### **PROFESSIONAL BOUNDARIES**

To comply with the Company's Professional Boundaries policy and maintain professional boundaries at all times in relation to clients/residents, employees, other organisations and people that we work with, in the performance of the duties and responsibilities of the post.

#### **SAFEGUARDING**

As part of your wider duties and responsibilities you are required to promote and actively support the Company's responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone, and anyone who may be vulnerable.

#### **AGREEMENT OF JOB DESCRIPTION**

I understand and accept the job duties and responsibilities as contained in the Job Description.

Sign: \_\_\_\_\_ Date: \_\_\_\_\_