

JOB DESCRIPTION

JOB TITLE:	Assistant Personal Assistant
LOCATION:	Across Derventio Housing Trust's offices and project locations
ACCOUNTABLE TO:	Managing Director
MANAGED BY:	PA to Managing Director/Senior Management Team

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

This role will require you to undertake a 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

Assist the PA to MD/SMT in servicing and providing administrative assistance to the MD/SMT. A wide and varied supportive service including working closely with members, driving, collections, taking documents, organising diaries, bookings, confidential HR work and much more, as requested by the Manager.

ATTRIBUTES REQUIRED

1. Discretion, trustworthiness, tact and diplomacy to deal with highly sensitive and confidential matters.
2. Resilience - enthusiasm - intelligence - integrity.
3. Efficient, accurate and good attention to detail.
4. Strong communication skills: clear oral communication, good listening and recall, excellent written skills.
5. Teamwork
6. Experience with Microsoft Office and able to learn management software.
7. Commitment to an equality, diverse and inclusive culture

DUTIES AND RESPONSIBILITIES OF THE POST

ASSIST THE PA TO MD/SMT IN THE FOLLOWING DUTIES

1. Provide a professional, effective and efficient administration and support service, across a wide variety of administrative tasks.
2. Support the PA to SMT in servicing the MD/SMT and to assist them to fulfil their role(s) 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, in dealing with highly sensitive and confidential matters.
5. Organise diaries, scheduling reminders and preparation of paperwork for meetings, appointments etc, as directed
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 MD/SMT, as directed by the manager.
11. Report any personnel related matters to the manager or relevant SMT member in their absence.
12. Prepare agendas, reports, statistics as necessary, ensuring the MD/SMT member(s) has sufficient information in advance to prepare for all engagements, etc as requested by manager.
13. Assist the manager with strategic reports and activities involving the MD/SMT. 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 SMT are well taken care of, as requested by manager.
15. Ensure travel and accommodation arrangements are in place for meetings and events that the MDSMT will be attending, as requested by manager.
16. Assist in co-ordinating the recruitment and selection of employees and volunteers across the Company.

17. Carry out a wide variety tasks as directed within the Human Resources department.
18. 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.
19. Assist with the production and circulation of promotional and publicity materials for attracting employees/volunteers.
20. Adhere to all personal health and safety and security procedures.
21. 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: _____