JOB DESCRIPTION

Derventio
People Really Do Matter

JOB TITLE:	Assistant to Personal Assistant to SMT
LOCATION:	Across Derventio Housing Trust's offices and project locations
ACCOUNTABLE TO:	Managing 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 high-level administrative service and logistical service to the Managing Director and assist the SMT and PA to SMT to be more efficient and effective. Assist the Managing Director and SMT with specific tasks as requested. Ensure confidentiality and professionalism is maintained to a high standard in all tasks undertaken.

To provide confidential support, diary management: plan meetings, travel and accommodation arrangements. Act as the main contact for the Managing Director and SMT. Organise and attend meetings, taking minutes and producing timely records. Document preparation, draft reports, presentations, and briefing papers.

Due to the nature of the role, to ensure the utmost discretion, tack and diplomacy when dealing with highly sensitive information and financial matters.

Essential:

- Efficient organiser, proactive, accurate and good attention to detail.
- Experience with Excel spreadsheets, Access database, Word documents and templates.
- Experience preparing reports from spreadsheets and databases.
- High standard of confidentiality and professionalism.
- Discretion, trustworthiness, tact and diplomacy when dealing with highly sensitive matters.
- Flexibility and adaptability to undertake new tasks as necessary.
- Good oral and written communication skills – the ability to communicate well at all levels.
- Ability to multitask and deal with a demanding role and high-level workload.
- Ability to prioritise work and manage time effectively and be proactive.
- Demonstrate a professional manner at all times and have the ability to remain calm under pressure.
- Ability to be self-motivated.

DUTIES AND RESPONSIBILITIES OF THE POST

1. Provide administration and support to help the Managing Director/Senior Management to be more efficient and effective.
2. First point of contact dealing with correspondence and phone calls. Respond to phone calls, invitations, queries etc on behalf of the MD, as requested.

3. Organise diaries, schedule reminders and prepare paperwork for meetings, appointments etc. Ensure travel and accommodation arrangements are in place for meetings and events that the MD will be attending. Prepare agendas, reports, statistics as necessary, ensuring the MD has sufficient information in advance to prepare for all engagements, etc.
4. Assist the MD with strategic reports and activities involving the Senior Management Board.
5. Maintain/develop positive relationships with internal and external departments/customers.
6. Maintain high standards and accuracy.
7. Be flexible and adaptable as the role requires.
8. 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 MD are well taken care of.
9. Ensure the MD is aware of any personnel related matters and seek advise from SMT to enable them to provide advice and support to the Board, senior staff and all other employees.
10. Adhere to all personal health and safety and security procedures.
11. Adhere to the company's financial regulations, standing orders, policies and procedures, in particular: Health & Safety, Confidentiality, Data Protection, Professional Boundaries and Customer Care.
12. Attend meetings and carry out duties outside of usual office hours (e.g., evenings and weekends) when necessary to deliver the service.

Specific Tasks

13. Maintain and update information/databases/systems as necessary.
14. Prepare paperwork and agendas for all meetings; take minutes, confirm with chair of meeting, and distribute.
15. Respond to phone calls, invitations, queries etc on behalf of the MD.
16. Undertake further training as requested by the MD.
17. Carrying out research for particular projects as requested by the MD.
18. Organising corporate and staff events as requested by the MD.

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: _____