

## JOB DESCRIPTION

**JOB TITLE:** Personal Assistant  
**LOCATION:** Across Derventio Housing Trust's offices and project locations  
**ACCOUNTABLE TO:** Assistant Director Housing & Support (Midlands) (ADHS)

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

To provide an efficient and responsive administrative, and logistical service to the Assistant Director.

Assist other Senior Management Board (SMB) members with specific tasks as requested, in agreement with the Assistant Director.

Ensure confidentiality and professionalism is maintained to a high standard in all tasks undertaken.

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 to the Assistant Director and for SMB where requested.
2. Maintain/develop positive relationships with internal and external departments.
3. At all times act professionally and with the utmost discretion, tact and diplomacy, promoting effective/relevant communication across the Company and in external matters.
4. Maintain/develop positive relationships with internal and external departments/customers;
5. Maintain high standards and accuracy.
6. Maintain adaptability and flexibility as the role requires.
7. Maintain and update information/databases/systems as necessary.
8. Organise diaries, scheduling reminders and preparation of paperwork for meetings, appointments etc.
9. Prepare agendas, reports, statistics as necessary, ensuring the Assistant Director has sufficient information in advance to prepare for all engagements, etc.
10. Assist the Assistant Director with strategic reports and activities involving the Senior Management Board. Prepare reports and take minutes as requested.
11. 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 Assistant Director are well taken care of.
12. Ensure travel and accommodation arrangements are in place for meetings and events that the Assistant Director will be attending.
13. Respond to phone calls, invitations, queries etc on behalf of the Assistant Director, as requested.
14. Adhere to all personal health and safety and security procedures.

***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 from time to time.***

#### **DEVELOPMENT AND TRAINING**

To respond positively to new and alternative systems, 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**

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/UKGDPR.

#### **PROFESSIONAL BOUNDARIES**

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

#### **SAFEGUARDING**

As part of my wider duties and responsibilities I am 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 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 \_\_\_\_\_