West Yorkshire Fire & Rescue Service

Job Description.

**Post Title: Personal Assistant (Executive Support Team)**

**Grade: Grade 4.**

**Responsible To: Executive Assistant to CFO.**

**Purpose Of Post: To provide comprehensive administrations and support to the Executive/Senior Leadership Team.**

# Organisational chart.

# A diagram of a company Description automatically generated

# Main duties and responsibilities of the role.

1. To work collaboratively within the Executive Support Team to provide a comprehensive and confidential support function, you will develop effective and efficient methods of working and communicating with the Executive/Senior Leadership Team, whilst maintaining the core values of the organisation.
2. Provide support and attendance at meetings, you will be competent at producing accurate and timely minutes, able to monitor and record actions. Organise the cycle of meetings and ensure timetables and deadlines are adhered to. Prepare, collate and provide agendas and papers in a timely manner, as well as book venues and hospitality.
3. Organise and manage complex diaries ensuring that time is allowed to deal with regular workflow as well as allowing contingency time for urgent or unplanned actions.
4. Develop good working relationships with key staff in internal departments and external organisations, including the other emergency services, Government ministers, Members of Parliament, civic dignitaries and elected members.
5. Make arrangements for attendance at events and meetings, organise travel and hotel arrangements in the UK and overseas. Prepare itineraries. Authorise payment from budgets. Coordinate the annual schedule of station visits.

# Organisational wide responsibilities.

1. Adherence to the[**NFCC Core Code of Ethics**](https://nfcc.org.uk/our-services/people-programme/core-code-of-ethics/%20Services%20England.pdf)and[**West Yorkshire Fire Service Values**](https://www.westyorksfire.gov.uk/sites/default/files/2023-03/WYFRS%20Core%20Values%20June22.pdf).

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1. To implement and promote the Authority’s:

* Health and Safety policies.
* Equality and Diversity policies.
* Information Security Management System policies.
* Safeguarding policies.
* Business continuity policy and contingency arrangements.
* Policies related to General Data Protection Regulation and Data Protection Act 2018.
* Commitment to maintaining our Customer Service expectations.

1. A satisfactory StandardDisclosure and Barring check is required for the role.

# Skills and experience requirements for this role

In the supporting statement section of the application form give clear, concise examples of how **you meet all of the Essential person specification criteria** (i.e. items you must be able to do from day one to be able to do the job), **identified as ‘Application’ in order to be shortlisted for this vacancy**. If a large number of applications are received, only those who also meet the Desirable criteria, identified as ‘Application’, will be shortlisted, i.e. criteria you need to do the job, but which could be learnt during training.

**Please list or number the** competency criteria below against which you are providing evidence/examples in order to structure your supporting statement in a well organised way.

There may be some criteria that are identified through ‘Selection Process’ only. **You will only be assessed on these criteria during the selection process and not from your application form**, this may involve tests, presentations, interview etc.

|  | **Experience.** | **Essential/Desirable.** | **Where identified.** |
| --- | --- | --- | --- |
|  | Experience of working in a PA support environment, with high-level diary and inbox management skills | Essential. | Application & Selection Process. |
|  | Ability to exercise initiative, tact, discretion and diplomacy, with experience of dealing with sensitive and confidential information. | Essential. | Application & Selection Process. |
|  | Experience of working as part of a team, with excellent organisational and communication skills, working unsupervised, managing own workload, having the commitment and flexibility to deal with a constantly changing environment. | Essential. | Application & Selection Process. |
|  | Effective implementation of systems and time management skills to maintain workloads and responsibilities such as email inbox, task prioritisation, preparation for meetings and events. | Essential. | Application & Selection Process. |
|  | Essential ICT skills and detailed knowledge and application of MS Office (Word, Excel, PowerPoint). With the ability to work with spreadsheets and format documents. | Essential. | Application & Selection Process. |
|  | Excellent keyboard skills and competent audio typist. | Essential. | Application & Selection Process. |
|  | Competent in producing timely and accurate minutes and actions. | Essential. | Application & Selection Process. |
|  | Experience supporting the coordination of large meetings and events, booking travel, hotels and preparing itineraries. | Desirable. | Application & Selection Process. |
|  | Experience of providing financial administration support. | Desirable. | Application & Selection Process. |

|  | **Education and Training.** | **Essential/Desirable.** | **Where identified.** |
| --- | --- | --- | --- |
|  | Qualified to RSA Stage III or equivalent work processing qualification. | Essential. | Application & Selection Process. |
|  | Speedwriting and minute taking qualification. | Desirable. | Application & Selection Process. |
|  | GCSE Grade ‘C’ in Maths and English, or an equivalent level 2 numeracy and literacy qualification.  Or  Able to demonstrate an equivalent level of literacy and numeracy gained through life experience. | Essential. | Application & Selection Process. |

|  | **Special knowledge and skills.** | **Essential/Desirable.** | **Where identified.** |
| --- | --- | --- | --- |
|  | Ability to work effectively under pressure for prolonged periods in order to meet deadlines and deal with conflicting demands. | Essential. | Application & Selection Process. |
|  | Be self-motivated, with the ability to work unsupervised to meet demanding deadlines. | Essential. | Application & Selection Process. |
|  | Excellent communication skills with internal and external stakeholders. | Essential. | Application & Selection Process. |
|  | Ability to suggest change and challenge existing procedures. | Essential. | Application & Selection Process. |
|  | Excellent proof-reading skills. | Essential. | Application & Selection Process. |
|  | Understanding of the Fire and Rescue Services and Local Government. | Desirable. | Application & Selection Process. |
|  | Demonstrate commitment to good data quality within all areas of work. | Essential. | Selection Process only. |
|  | Excellent analytical and problem-solving skills. | Essential. | Application & Selection Process. |
|  | Demonstrate commitment to and understanding of Equality & Diversity, NFCC Core Code of Ethics and WYFRS values. | Essential. | Selection Process only. |
|  | Demonstrate an understanding of and ability to implement Health & Safety in the workplace. | Desirable. | Application & Selection Process. |
|  | To hold and maintain a current full UK valid car driving licence. | Desirable. | Application & Selection Process. |

Job Description last updated: **November 2024.**