

Job Description

Post Title:	PA to Members of the Senior Management Team		
Directorate:	Office of the CEO		
Department:	Service Assurance – Executive Support		
Location:	Service Headquarters		
Grade:	C/D	Date:	December 2019

Responsible To:	Data Manager
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Liaison With:	Leicestershire Fire and Rescue Service employees and managers, external stakeholders and the general public
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Purpose of Job:	<p>To provide professional and effective administrative support to members of the Senior Management Team ensuring all their requirements are met using the most efficient and effective methods.</p>
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Main Activities, Duties and Responsibilities:

- 1.** To manage diaries and plan the availability and movements of members of the Senior Management Team, anticipating their requirements and acting upon this. Ensure meeting papers are received in time; provide location directions as necessary, and any necessary briefing notes etc.
- 2.** To provide diplomatic protection to the Senior Management Team ensuring they have all the relevant information and screen calls and enquiries by delegating them to the appropriate department or individual.
- 3.** To ensure the Senior Management Team are kept informed of any issues and urgent matters, whilst in and away from the office.
- 4.** To schedule and organise meetings, prepare and disseminate meeting papers, attend meetings and produce accurate minutes and actions in the appropriate format.
- 5.** To draft and format documents, correspondence, presentations and replies to invitations on behalf of the Senior Management Team, to agreed deadlines.
- 6.** To co-ordinate travel arrangements and produce detailed travel itineraries, ensuring the Senior Management Team's requirements are met.
- 7.** To procure goods and services such as train travel, flights and conference bookings and raise relevant requisitions using the financial management system (Agresso).
- 8.** To utilise and maintain the electronic document management system for electronic filing and management and development of team work processes.
- 9.** To undertake research as required and present results in appropriate format.
- 10.** To plan and co-ordinate regular visits to Stations and Departments by the Senior Management Team and Chair of the Fire Authority, producing a Station visit schedule for the year ahead.
- 11.** To process incoming mail, following up any actions as required.
- 12.** To ensure that all tasks associated with this post are carried out to clearly reflect the Service's Equality and Diversity policies.
- 13.** Maintain compliance with the Health and Safety policies of the Service at all times.
- 14.** Carry out any such duties, as may from time to time, be agreed and directed by the Chief Fire and Rescue Officer, which are commensurate with the grade.

Special Features:

This job description represents a statement of the duties of the post but does not include all minor duties. It is inevitable that over time the nature of an individual job will change and existing duties may be lost or others gained without changing the general character of the duties or the level of responsibility entailed. As a result, the Authority will expect this job description to be subject to revision.

Signature of Postholder _____ **Date** _____

Additional Information for Job Evaluation

**Budget Directly
Responsible For:**

**Budget Indirectly
Responsible For:**

**Number of Employees
Responsible For:**

**Qualifications and
Experience Required:**