

Personal Assistant to Port Director and Deputy Port Director (and Supervision of Business Support)

Salary: Band 7 - £32,061 - £36,363 p.a.

37 Hours per week

Permanent

The Service:

The City Council controls all its maritime activities through the Port Service. Portsmouth International Port comprises the International Cruise and Ferry Port, Flathouse and Albert Johnson Quays and the Camber.

What is the role?

You will provide a Personal Assistant service to the Port Director (PD) of Portsmouth International Port, diary and travel management for the Deputy Port Director (DPD) and manage reception and a business support administrator, who provides support to the senior management team at the port.

Your main duties are:

- provision of comprehensive support service to the Director and Deputy Director.
- Ensuring the PD and DPD are prepared for meetings by arranging travel, setting agendas, printing packs and taking action notes.
- Acting as a key point of contact for officers across all directorates of the Council and external customers and stakeholders.
- Managing, tracking and responding / redirecting high volumes of emails, letters and calls within designated timescales with minimal supervision.
- Provision of effective and reliable diary management, preparation of board meetings, arranging travel, preparing briefing packs, managing agendas and papers.
- You will have contact with senior level management and politicians internally and externally and be responsible for arranging political and commercial customer visits to meet the PD and DPD.
- Providing additional cover for your Business Support Officer when they are on leave or in meetings, including reception and switchboard calls.
- Providing hospitality, car parking monitoring and refreshments for daily meetings. Advising Security of all visitors entering the restricted area of the Port.
- Attendance at meetings at both the Port Offices, Terminal and off-site locations. Including Board meetings.
- Logging of Gifts and Hospitality that are offered/received by port staff.

Who is the person?

You need to have:

1. Excellent literacy and numeracy (GCSE level or equivalent in English and Maths is required due to the administrative work involved in the role.
2. Formal secretarial qualification or equivalent standard is desirable or experience of working as an effective personal Assistant at Director level, with the ability to take concise minutes and capture actions accurately, preferably in a corporate environment.
3. Excellent communication and customer service skills.
4. The ability to converse at ease with customers and politicians.
5. Excellent grammar to be able to draft letters from a short brief.
6. Excellent organisational skills.
7. Proficient with M365 applications, including Microsoft Office, Outlook, Teams, Word and Powerpoint.
9. Shorthand (beneficial but not essential).
10. Experience of working to tight deadlines in a dynamic environment and using own initiative to problem solve.
11. Experience of diary management and outstanding organisation skills to ensure that the PD and DPD have everything required for the day ahead.
12. Good attention to detail with proven ability to think ahead and plan workload.
13. Proven experience of analysing office management processes to make them more efficient.
14. Cost management through challenging invoice payments. Setting up orders and checking invoices.

If you have any questions, or would like an informal discussion about the role, please call Mike Sellers, Port Director on 023 9285 5901.

All employees and third parties working at the Portsmouth International Port are subject to the Substance Misuse - Drug & Alcohol Testing Policy and the Port reserves the right to carry out with cause and random testing. In line with Home Office requirements, employees must also register their personal details on the government's central database, Access Pass Holder Information Distribution System (APHIDS), as without this registration employees will be denied entry to the Restricted Area (RA) of Portsmouth International Port.

When completing the application form, please thoroughly tailor your application to the 'Who is the Person' points with the use of examples from your experience. This is really important or you are likely not to be shortlisted.

General Data Protection Regulation (GDPR)

As part of any recruitment process, Portsmouth City Council collects and processes personal data relating to job applicants. Portsmouth City Council is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations under the General Data Protection Regulations (GDPR).

Completing and sending an application in for a vacancy is your consent for us to process your data for the purpose of recruitment. Your data is not used in any other way and you can withdraw your consent at any point in the recruitment process and we will destroy or delete your information.

For more detailed information on what we collect, how we use, store, delete data and your rights you can access a privacy statement on our Job board.

You will need to demonstrate that you have the Right to Work in the UK. No post will be offered without it.