



Personal Assistant to Assistant Director(s)

Salary: Band 6 £27,363 - £31,067 per annum

Hours: 37 Hours per Week. Part time hours may be considered

Contract: Fixed Term Contract/Secondment for up to 1 year or until the postholder returns.

If applying for a secondment, please ensure you have your managers permission and add this to your personal statement.

The Service

The Economy, Transport and Planning (ETP) Directorate plays an important part in delivering the Corporate Plan and services to the residents and businesses of the city.

This role is within our Business Management Team which provides support services as diverse as personal assistants, programme delivery support and assurance, community engagement, administrative support and external funding management.

We work with property, planning, transport and infrastructure experts to ensure our services are successfully delivered. To help you contribute to success you will be supported through management, training and mentoring and develop your career in a professional and supportive working environment.

What is the role?

To provide a personal assistant (PA) and business support service to two of the Assistant Directors within the ETP Directorate and provide business support services to the Directorate as a whole. Although each personal assistant works with named Assistant Directors each PA may be required to cover other PAs to Assistant Directors and/or senior managers within the directorate.

You will be a key point of contact for the directorate and will coordinate responses to a variety of communications, including complaints and Member enquires and will play a key role in conveying the professional and positive image of the Directorate and the Council. This is a busy role and the post-holder will have a desire to learn and fully understand the role of the Assistant Directors and their work. You will work closely with other PAs and business support officers throughout the council and with partner agencies and will establish good working relationships with key contacts.

Your main duties are:

- Manage the Assistants Directors' diaries on a daily basis, managing all appointments, re-arranging where appropriate and using initiative to move any meetings which may overlap.

- Filter emails and respond to these on behalf of the Assistant Directors or pass them to the appropriate officers ensuring that the matter is dealt with and a record made of the outcome.
- Dealing with enquiries including telephone calls, resolving or redirecting to the appropriate officers for resolution.
- Disseminate information to other managers.
- Ensure that the Assistant Directors are prepared for meetings, including compiling and sending agendas, printing documents, arranging travel and chasing up outstanding documentation and tasks.
- Maintain up to date records and files for projects the Assistant Directors are involved in and highlight any areas of concern to the Assistant Directors
- Business support task such as collating data and information, creating and maintaining records and databases.
- Attending meetings and taking notes or minutes. These may be via Teams, in person at the Civic Offices and potentially off-site, some of which may be in the evening. Working hours will therefore be flexible.

Who is the person?

You need to have:

- Experience working as an effective Personal Assistant at senior management level or substantial equivalent administrative experience working with senior managers.
- Excellent communication and interpersonal skills both written and verbal as you will be dealing with a wide range of people including senior officers, elected Members, contractors and customers.
- Good literacy skills and numeracy skills and be able to respond to enquiries on behalf of the Assistant Directors.
- Excellent minute taking skills at multi-disciplinary meetings with both internal and external agencies.
- Proficient use of IT packages including Microsoft Office, to include SharePoint, Teams, Word, Outlook, Excel and PowerPoint.
- Excellent organisational and time management skills with the ability to work to tight deadlines, adapt quickly and reprioritise work to meet new deadlines.
- Experience of diary management and a proven ability to think ahead and plan workloads.
- Good understanding of Information Governance and the importance of confidentiality as you will be dealing with sensitive information.
- Understanding of organisational structures and corporate procedures.
- Flexibility in the timing of working hours to support the demands of the work.
- High level of self-motivation, ability to self-manage and use your own initiative to solve problems.
- Experience of working within a busy office environment with demonstrable experience of carrying out administration duties to a high standard with a large degree of autonomy.



- Accurate and grammatically correct spoken and written English is essential for the post.

Working Arrangements

The demands of this post mean that you should be prepared to travel to the Civic Offices and other Portsmouth locations on a regular basis, spending a minimum of two full working days of the 37-hour working week in the office. Wherever located, the post holder will be expected to be available during core office working hours; the exact working times and location will depend on business need and will be discussed at interview with shortlisted candidates.

Where appropriate, our remote working technology enables efficient working from home using Microsoft M365, including Teams. For effective working from home we expect that there will be a suitable work environment, including being able to fully meet our information security requirements.

Additional Information

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.