

Job Profile Executive Personal Assistant	Grade E
Job Purpose Reporting to the Legal Administration and Democratic Services Manager: <ul style="list-style-type: none"> • To provide full secretarial and PA support to members of CMT under the direction of the Legal Admin and Democratic Services Manager • To complete administrative tasks as directed to support the functions of the Democratic Services and RTB/Land Charges team including file management • To organise and oversee the administration of and secretarial support to Tamworth Municipal Charities on behalf of the Secretary • Provide a limited secretarial support to the Council Leader • To administer the Tamworth Municipal Charities Board 	Experience & Qualifications <ul style="list-style-type: none"> • Minimum of 3 GCSEs to include Maths and English (Grade C or above). • Proficient with Microsoft Office • Experienced PA at senior management level • Experience of diary management • Experience of problem solving • Experience of working within a confidential environment
Functional Responsibilities <ul style="list-style-type: none"> • To manage members of CMT electronic diary, assessing priority of appointments and reallocation as necessary • Manage members of CMT travel arrangements • Handle sensitive data/information to support the work of members of CMT • Raise orders, purchase supplies as required and complete all necessary financial documentation • To organise, attend meetings, take minutes and accurately record actions • Compose presentations, reports as directed by members of CMT • Deal with enquiries and complaints from members of the public and Councillors and taking appropriate action to resolve. • To undertake research and information gathering. • To support functions within Electoral Services as and when required. 	Knowledge, Skills, and Abilities <ul style="list-style-type: none"> • Strong sense of responsibility and ability to complete tasks with minimal supervision • Impeccable written and oral communication skills • Confident in dealing with customer queries • Knowledge and understanding of Data Protection. • Good working knowledge of council functions and the roles of members including civic duties and the role of different committees. • Able to work on own and as part of a team. • Excellent attention to detail, with the ability to maintain a high level of accuracy Attributes <ul style="list-style-type: none"> • Personal credibility with a high degree of integrity, discretion whilst maintaining complete confidentiality

<ul style="list-style-type: none">• Meet and greet visitors• To assist with the preparation of detailed and complex reviews and reports• To undertake all corporate requirements on health and safety, equal opportunities, data protection, risk management and financial regulations	<p>Other</p> <ul style="list-style-type: none">• Any other reasonable duties, as required commensurate with the grade and general nature of the post and having regard to the workload within Legal Admin and Democratic Services.
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