

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

<ul style="list-style-type: none"><li>• Meet and greet visitors</li><li>• To assist with the preparation of detailed and complex reviews and reports</li><li>• To undertake all corporate requirements on health and safety, equal opportunities, data protection, risk management and financial regulations</li></ul>	<p><b>Other</b></p> <ul style="list-style-type: none"><li>• 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.</li></ul>
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