



# barcud

## Job Description

### Personal Assistant to the Group Chief Executive

All criteria are Essential unless indicated otherwise

**Reports to:** Group Chief Executive

**Responsible for:** n/a

**Overall Job Purpose:**

The post holder will undertake day to day administration and support for the Group Chief Executive and will be based in one of Barcud's offices (or work from home by agreement).

The post holder will be required to carry out a range of administrative and support duties including dealing with telephone enquiries, incoming and outgoing post, minute taking, organising the Group Chief Executive's diary, leading on or assisting with external facing communications and event management, and representing the Group Chief Executive at some internal project or task and finish group meetings, as well as progress chasing on key projects.

#### Key Responsibilities –

**Functional:**

- To provide a full administrative service to the Group Chief Executive (and other members of the Leadership Team if required, ensuring that all work is produced in a professional manner and to a very high standard within agreed timescales. This work will require a high level of Information Technology competence, including the use of Microsoft systems, Performance Management software and other specialist software.
- To maintain the electronic diary of the Group Chief Executive and organise appointments for the Chief Executive, and other members of the Leadership Team as required, to ensure that internal and external appointments and meetings run smoothly.
- To screen telephone calls to the Chief Executive and deal with any enquiries arising and log, acknowledge and coordinate responses to incoming post.
- Maintain filing systems and confidential records including some personal details and ensure their secure storage.
- To be the point of contact for all enquiries from Councillors, Community Councils, MPs and AMs ensuring that all enquiries are logged, acknowledged and replied to in a timely manner.
- Attend and service internal and external meetings involving the Group Chief Executive or other members of the Leadership Team or Operational Team, as required. To also lead on organising key external facing meetings, official openings, seminars, and other events requiring the presence of the Group Chief Executive, or other members of the

Leadership Team; liaising effectively with the communications team and governance teams as appropriate.

- Collate matters arising from meetings and follow up of actions with the relevant department manager in a timely fashion.
- Input data into spreadsheets and software packages as necessary.
- To provide administrative support to partnership organisations as directed by the Chief Executive.
- Monitoring and approval of e-purchasing orders as required, and to hold and monitor budget/s for external events hosted by Barcud.
- The post holder will be expected to work unsupervised and to be able to manage their own time efficiently and effectively
- Miscellaneous duties to include; photocopying, filing, assistance with project work, post opening, post logging and general duties to support the Leadership team.
- The post holder will be expected to adopt a flexible attitude to the duties which may be varied subject to the needs of Barcud and in keeping with the general profile of the post.
- To undertake any other reasonable duties assigned from time to time.

*This job description is not intended to be an exhaustive list and in view of changing demands, legislation, and regulations, the duties may be reviewed and revised as deemed reasonable and appropriate.*



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## Personal Specification

### Personal Assistant to the Group Chief Executive

This person specification details the experience and skills for the position of personal assistant to the Group Chief Executive at Barcud. All skills and experience are essential except where explicitly indicated to be desirable (D).

#### Qualifications:

- NVQ 3 (or equivalent) and/or significant experience (**Essential**)
- Secretarial and/or business administration qualification (**Desirable**)

#### Experience:

- Provide full range of administrative duties within a professional environment (Essential)
- Significant level of administrative experience (Essential)
- Experience of PR / Event management (Desirable)
- Experience of servicing Board /committees and modern governance (Desirable)
- Experience of working in a highly confidential and pressured environment
- Experience of working in a political environment such as local government, Senedd, Parliament (Desirable)
- Experience of working in a housing association or other housing body

#### Knowledge/skills

- Proficient in Microsoft Word, Excel and PowerPoint (Essential)
- Knowledge and use of Access (Desirable)
- Competent use of email and electronic diary (Essential)
- Awareness of political / local government / good governance as to how decisions are made and the role of effective lobbying and influencing to promote an organisation's strategic objectives to external bodies / decision makers / funders
- Ability to learn quickly and use initiative (Essential)
- Strong organisational skills, methodical approach to work (Essential)

- Effective time management skills (Essential)
- Research and analytical skills (Desirable)
- Knowledge of Housing Associations or other housing bodies and the main elements of their work (Essential)
- Familiar with the principles of service improvement, performance management customer care (Desirable)
- Audio/copy typing (Desirable)
- Minute taking (Essential)
- Ability to communicate both written and oral in welsh (Essential)

