

## Secretary Grade 7

At Kirklees we want to be innovative and creative in the way we work to deliver our services to our communities. We know we have challenging times ahead so we are always looking for better and smarter ways to work.

The role is part of the overall Business Support Job Family, specialising in secretarial support to the Chief Executive and the Council's executive leadership team. You will demonstrate all of the Council's behaviours and expectations and continually strive for excellence.

This role is based within Corporate Services. Click here to find out more [●](#)

To find out more about working for Kirklees please click [here](#)

## The Job

You will provide a comprehensive secretarial support service to the Chief Executive and the Council's executive leadership team. You will deliver this through a range of duties including:

- An effective, flexible and responsive secretarial service
- Co-ordinate and prepare for meetings and events, including accurate minute taking or recording of decisions as appropriate
- Reply to correspondence as directed, using information gathered from appropriate sources
- Screen visitors, incoming calls, mail and email and deal with routine matters, redirecting as appropriate
- Contribute to the delivery and improvement of the service through promoting quality and customer standards within the secretarial support function
- Develop effective working relationships with Senior Managers and other customers, for example Councillors, Head teachers and partners
- Develop and maintain effective systems to support the work of the team and ensure the most efficient working practices are followed
- Produce accurate and timely information in an appropriate and accessible format
- Deal with financial information effectively and accurately, including reconciliation, monitoring, updating and dealing with discrepancies

## Job Checklist

- Deliver the service in a friendly, professional and responsive manner
- Perform in a consistent and effective way, reflecting and improving on own performance
- Deal with confidential and sensitive information in appropriate manner
- Take a proactive approach to workload and time management to ensure work is planned to meet targets, standards and deadlines
- Keep accurate and complete records
- Be approachable, open and constructively manage barriers to effective communication
- Work proactively as a member of a team to achieve team and service objectives, offering support to colleagues as required
- Work effectively with internal and external partners
- Follow corporate procedures for customer care and data management
- Behave as a positive role model to colleagues and members of the wider business support team

Please click [here](#) to see your responsibilities related to safeguarding.

## The Person

We need our employees to be driven to achieve the best, to be hard working, respectful and thoughtful to each other and our customers and to be creative, wherever they work.

You will ensure that a comprehensive and flexible service is provided, including diary and e-mail management, project support, co-ordinating meetings and events and managing and preparing information. As such you will have excellent interpersonal skills in order to build and maintain effective working relationships with a broad range of people, and knowledge of applications and systems such as Microsoft Office.

You will enjoy working with people and working as part of a team, with the expectation that you will be flexible in your approach to your workload and provide additional support and capacity to colleagues when required. You will be keen to share your experience with new or less experienced team members.

With experience of providing administrative and secretarial support services in a large organisation, you should have the ability to understand and work effectively in a political environment.

The right behaviours and attitudes are as important to us as the skills you bring to the job. We expect all our employees to demonstrate the following behaviours:

- Positive
- Honesty
- Respectful
- Flexible
- Communicative
- Supportive

We also expect you to promote and role model the Council's Expectations of a New Council employee within the organisation.

This role is at level 1.

To find out more about Council Behaviours and Expectations please [click here](#) and click on the tab "Working for Kirklees".

## Person Checklist

- Experience of providing administrative and secretarial support services in a large organisation, including diary management, agenda planning and organising of meetings
- Ability to plan, develop, monitor and review the use of financial resources
- Ability to understand and work effectively within a political environment and deal with Councillors and Council issues impartially and with sensitivity
- Ability to assist in the commissioning, procuring and monitoring of goods and/or services
- Knowledge of project management techniques, and the ability to prioritise and manage ongoing project work
- Advanced knowledge of applications and systems such as Microsoft Office to enable an effective support to be provided, and quality advice given in relation to its best use within the service
- Literacy skills to be able to produce routine documentation
- Numeracy skills to be able to produce statistical information
- Demonstrates excellent customer service at all times
- Is committed to personal and career development and is willing to undertake further training
- Flexible and adaptable approach to working within the team
- Able to travel to meetings at different work locations when required

*This Role Profile is intended to provide an understanding and appreciation of the responsibilities of this particular job. It is not possible to specify every detail and we expect you to work flexibly within your skills, knowledge, experience and grade of this job.*

**For Recruitment Purposes:** In order to be considered for this role please complete the on-line application form and the attached 2 page Summary Sheet Application Form.