

## **WEST YORKSHIRE FIRE & RESCUE SERVICE**

### **JOB DESCRIPTION.**

**POST TITLE:** Executive Assistant & Team Leader.

**GRADE:** 6

**RESPONSIBLE TO:** Chief Employment Services Officer.

**RESPONSIBLE FOR:** Personal Assistants within the Executive Support Team.

**PURPOSE OF POST:** Provision of a comprehensive executive support service to the Chief Fire Officer/Chief Executive & Deputy Chief Fire Officer, and the Senior Leadership Team.

Management of a secretarial and administrative support service to the Senior Leadership Team.

### **MAIN DUTIES AND RESPONSIBILITIES**

Executive support service to the Chief Fire Officer/Chief Executive (CFO/CEO) & Deputy Chief Fire Officer (DCFO).

1. Proactively manage the CFO/CEO's & DCFO's diaries, accommodating regular complex changes in the schedule and pick up diary conflicts so that key deadlines are met and responsibilities fulfilled as efficiently as possible.
2. Ensure that all meetings are effectively planned and scheduled and that sufficient preparatory action is taken ahead of all meetings so that the CFO/CEO & DCFO are appropriately prepared.
3. Proactively arrange regular meetings and events up to a year in advance.
4. Receive and screen all incoming communications to the CFO/CEO & DCFO, proactively managing requirements and ensuring appropriate action and / or attention.
5. Dealing with outgoing communications for the CFO/CEO & DCFO, including drafting of responses, where appropriate.
6. Maintain a working knowledge of the CFO/CEO's & DCFO's key contacts and build effective relationships with them.
7. Liaison with external bodies including other FRS's and emergency services, LGA, NFCC, CLG, political figures, public, media, and other high-profile parties, by a variety of communication methods, including arranging and facilitating visits.

8. Service and support appropriate internal and external meetings that the CFO/CEO & DCFO chair, including national committees and sub-committees. This may include travel outside of the County with occasional overnight stays.
9. Prepare and track actions from meetings and follow up on outstanding actions in advance of next meeting.
10. Ensure that key, high level, corporate documents and reports are produced to a high standard which may also mean short deadlines.
11. Carry out research on behalf of the CFO/CEO & DCFO and prepare the appropriate form of presentation.
12. Develop and maintain confidential records and electronic document filing systems in line with data protection policies and procedures.
13. Management of a corporate credit card for travel, corporate gifts, etc.
14. Welcome visitors to the CFO/CEO & DCFO and arrange the appropriate hospitality.
15. Making and co-ordinating all the necessary arrangements for meetings including travel arrangements and preparation of documentation.
16. Support Service to the Management Board (MB).
17. Maintain a detailed understanding of national, regional and local initiatives and developments that impact on the WYFRS and strategic priorities.
18. Undertake research, collate internal and external data, advising and reporting to the MB or Management Team (MT) as necessary or requested.
19. Prepare weekly, monthly, quarterly reports for the MB or MT as required and support the management and oversight of key deliverables and follow up where required.
20. Undertake data inputting and the manipulation of data to produce reports and statistics.
21. Ensure relevant information is communicated to/from MB and other relevant parties.
22. Build and maintain strong working relationships with all functions and departments within WYFRS.
23. Provide leadership and management to the Executive Support Team ensuring all performance objectives are achieved and resources are appropriately deployed PA's including carrying out recruitment and induction, personal reviews, arranging office cover and dealing with performance, absence and discipline issues.
24. Ensure that all secretarial processes are compliant with agreed process and to actively seek and deliver continuous process improvement in line with lean methodology.

25. Ensure a structured programme of learning and development is developed and implemented for the secretariat team that will ensure resilience at all times.
26. Lead the Long Service Planning Committee, and authorise planning costs.

### **General**

27. Fully participate in WYFRS's Performance Development Review process according to the responsibilities of the role.
28. To attend as required any training courses that will contribute to the effective performance of the postholder.
29. To practice and promote WYFRS's Equality, Diversity & Inclusion and Health and Safety Policies and to conduct oneself in a manner that is consistent with WYFRS's values at all times.
30. To ensure that risk is managed effectively within the section in accordance with WYFRS's policies and procedures.
31. To be responsible for the accurate and appropriate processing of data, ensuring compliance with organisational policies and procedures (i.e. data protection/GDPR).
32. To demonstrate and uphold the service values and to promote the organisation in a positive manner.
33. Ensure functions can be maintained when disruptive events occur through the implementation of arrangements specified in the business continuity strategy/policy.
34. Responsibility for ensuring any data produced in relation to the post is accurate and current.
35. Responsibility to ensure full compliance with the General Data Protection Regulation and Data Protection Act 2018 and to ensure data security is maintained.
36. To carry out such other duties within the department as from time to time may be required, which are commensurate with the grading of this post.

## **PERSON SPECIFICATION/SHORTLISTING CRITERIA**

In the supporting statement section of the application form give clear, concise examples of how **you meet all of the Essential person specification criteria** (i.e. items you must be able to do from day one to be able to do the job), **identified as 'Application' in order to be shortlisted for this vacancy**. If a large number of applications are received, only those who also meet the Desirable criteria, identified as 'Application', will be shortlisted, i.e. criteria you need to do the job, but which could be learnt during training.

Please list or number the person specification competency criteria against which you are providing evidence/examples in order to structure your supporting statement in a well organised way.

There may be some criteria that are identified through 'Selection Process' only. **You will only be assessed on these criteria later during the selection process and not from your application form**, this may involve tests, presentations, interview etc.

	<b>Experience</b>	<b>Essential/ Desirable</b>	<b>Where identified.</b>
1	Experience of working in a secretarial environment at a senior level.	Essential	Application / Selection Process.
2	Ability to exercise a high level of initiative, tact, discretion and diplomacy, and experience of dealing with sensitive and confidential information.	Essential	Application / Selection Process.
3	Experience of supervision of staff.	Essential	Application / Selection Process.
4	Demonstrate experience of working as part of a team, working unsupervised, managing own workload, having the commitment and flexibility to deal with a constantly changing environment.	Essential	Application / Selection Process.
5	Extensive knowledge of Microsoft office applications.	Essential	Application/ Selection Process.
6	Excellent keyboard skills and competent audio typist.	Essential	Application.
	<b>Education and Training</b>		
7	Possess an NVQ Level 3 (or equivalent) in Business Administration or other relevant discipline.	Essential	Application.
8	Possess ILM Level 3 Certificate in First Line Management or equivalent management and leadership qualification.	Desirable	Application.
9	Qualified to RSA Stage III or equivalent word processing qualification.	Essential	Application.
10	70wpm shorthand or speedwriting qualification.	Desirable	Application.
	<b>Special Knowledge and Skills</b>		
11	Ability to both supervise and work as part of a team.	Essential	Application & Selection Process.
12	Ability to work under pressure for prolonged periods in order to meet deadlines and with conflicting demands.	Essential	Application & Selection Process.
13	Be self-motivated and prioritise work with the ability to meet demanding deadlines and to prioritise work unsupervised.	Essential	Application & Selection Process.
14	Excellent communication skills with internal and	Essential	Application &

	external stakeholders.		Selection Process.
15	Ability to produce accurate minutes.	Essential	Application & Selection Process.
16	Excellent proof-reading skills.	Essential	Application & Selection Process.
17	Demonstrate an understanding of project management and project terminology.	Desirable	Application & Selection Process.
18	Demonstrate an understanding of Government protective security strategies.	Essential	Application & Selection Process.
19	Demonstrate commitment to good data quality within all areas of work.	Essential	Selection Process Only.
20	Demonstrate an understanding of and ability to implement health and safety in the workplace.	Essential	Application & Selection Process.
21	Demonstrate an understanding of the importance of equality and diversity to WYFRS as an employer and service provider.	Essential	Selection Process Only.

Job Description updated October 2020. [Job Description reviewed from previous JD for Senior Secretary, March 2016.]