

Role Profile

Part A - Grade & Structure Information

Job Family Code	7BF	Role Title	PA to Head of Market Strategy/ SMT
Grade	PS7	Reports to (role title)	Head of Market Strategy
		Directorate	Children's, Schools and Families
JE Band	228-268	Service	CSF Commissioning
		Team	Market Strategy
		Date Role Profile was created	Nov-16

Part B - Job Family Description

The below profile describes the general nature of work performed at this level as set out in the job family. It is not intended to be a detailed list of all duties and responsibilities which may be required. The role will be further defined by annual objectives, which will be developed with the role holder. The Council reserves the right to review and amend the job families on a regular basis.

Role Purpose including key outputs	<p>To provide secretarial and personal assistant support to the Head of Market Strategy and the Children, Schools and Families Leadership Team or Heads of Service and to ensure the provision of effective and efficient business support functions for and within the Team.</p> <p>The role will liaise with Senior Managers and County Councillors on a regular and ongoing basis as well as needing to work effectively with other business support units and personal assistants both within the CSF Directorate and across the Council.</p> <p>In addition to working for the Head of Market Strategy and the Children, Schools and Families Leadership Team, this role will have the wider responsibility for conference and workshop organisation across the wider CSF Directorate.</p>
Work Context	<p>The Market Strategy team works with Insight and Innovation and Quality and Experience staff creating the commissioning function within the Children's Schools and Families directorate. Market Strategy shapes markets and delivers commissioning intentions that improve value for money and outcomes for children. This involves developing outcome focused commissioning plans for key market sectors and developing positive working relationships with internal and external partners to support joint commissioning e.g. Public Health and the CCGs. The team work closely with partners and Insight and Innovation and Quality and Experience to develop joint commissioning priorities for the Children & Young People's Commissioning Plan, led by the Assistant Director for Commissioning & Prevention. Responding to needs analyses to address gaps in provision, the team stimulates new entrants to markets and innovative approaches to managing demand and commissioning.</p>
Line management responsibility if applicable	None
Budget responsibility if applicable	No direct budget responsibility, but as part of their responsibility for the management and organisation of directorate wide conferences the role holder will also make recommendations for spending on venues, refreshments etc.

Representative Accountabilities
Typical accountabilities in roles at this level in this job family

Analysis, Reporting & Documentation

- Prepare reports/statistics/briefings to meet statutory/management information requirements.
- Recommend improvements and support implementation to systems, processes and procedures, ensuring best practice is shared across the team.

Customer Service & Support

- Deliver a range of administrative and/or customer/consultancy services in support of existing systems or processes to agreed standards, to maximise service quality and continuity. May authorise transactions where appropriate.
- Respond to and resolve enquiries and problems, judging when to pass on complex queries or involve others, to provide an effective service and clear advice to colleagues and customers.

Planning & Organising

- Provide comprehensive support to a group of senior staff, ensuring confidentiality, effectively organising internal and external activities/events to support the delivery of efficient services.
- Plan and prioritise own work activities for the weeks ahead, to ensure operational efficiency. Respond effectively to changing demands, adjusting priorities as needed.

Finance/Resource Management

- Maintain financial, and/or stock records, and review data to contribute to resource planning.

Work with others

- Maintain a network of contacts, drawing on support and advice from others to resolve problems.
- Communicate and liaise with service users and/or external contacts, representing the team/service as required.
- Support, coordinate and undertake research into a variety of projects in the defined area of activity to support achievement of team's objectives.

People Management

- May guide and/or supervise junior staff in their duties to facilitate their development and ensure service quality standards are maintained.

Duties for all

Values: To uphold the values and behaviours of the organisation.

Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.

Health, Safety & Welfare: To maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of themselves and others.

<p>Education, Knowledge, Skills & Abilities, Experience and Personal Characteristics</p>	<ul style="list-style-type: none"> • Educated to A level or equivalent, or able to evidence ability at an equivalent level. • Relevant HR, Management, business administration or financial qualification to NVQ Level 3, or able to evidence knowledge and understanding of relevant disciplines. <p>Willingness to study for a relevant professional qualification if appropriate.</p> <ul style="list-style-type: none"> • For some roles a relevant degree may be required. • Good IT skills. • Ability to work with others to improve customer service. • Good written and oral communication skills with the ability to build sound relationships with customers to improve customer service. • High level administrative/organisational and analytical skills. • Able to prioritise and plan own workload in the context of conflicting priorities and work on own initiative. • A methodical approach to information gathering, recording and reporting. • Previous relevant work experience. • Experience of maintaining and improving business/ database systems/secretarial processes and systems (as appropriate).
<p>Details of the specific qualifications and/or experience if required for the role in line with the above description</p>	<p>High level of IT Skills in Word, Excel, Powerpoint and preparation of presentations and reports.</p> <p>Experience as a PA or secretary at a senior level with a large and complex organisation.</p> <p>Experience of working effectively in a small team.</p>
<p>Role Summary</p>	<p>Roles at this level provide a comprehensive business support service in a defined service or functional area, or provide specialist support services. Many will possess technical rather than professional expertise in the main disciplines, or have substantial experience of administrative procedures to enable them to guide and advise others. There will be minimal day-to-day supervision, but clear guidance is available. The roles will plan for the weeks ahead and prioritise to accommodate non standard work. They often require understanding of complex procedures and support systems, and the ability to allocate workload and react to changing priorities. Although most work will follow established patterns, initiative is needed to handle processes and resolve problems and queries based on experience and judgement, mainly without reference to others. These roles may work alone instead of as part of a team, or the system or process used may require specialist knowledge or experience. Some roles involve supervision of staff, others involve undertaking specialist functions or the provision of a broad comprehensive business admin services.</p>

