



ROLE: Secretary/PA to the DCEO and CIO

Salary circa £25,000 plus LGPS Defined Benefit pension

Date: Jan 2021

Role	Need to do	Need to know	Values and Behaviours
<p>Outcomes:</p> <ul style="list-style-type: none"> • PA to DCEO and CIO • Ad hoc admin support for ExCo and SMT as required • Deputise for the PA to the Chair and CEO of LGPS Central Limited. • Email and calendar management for senior staff • Meeting preparation including agenda monitoring, collation of papers, printing & binding, scanning, photocopying. • Minute taking for meetings • Meeting room diary management • Meeting room set-up • Reception duties • General postal duties • Greeting visitors to the Company • Manage the general enquiries telephone • Organising lunch for various meetings • Ad-hoc general administration duties across the company • Co-ordinate staff briefings • Expenses claims • Assist with travel arrangements including rail and overnight accommodation • Purchase of office supplies • Managing & maintaining excel spreadsheets • Undertaking typing of documentation when required. 	<ul style="list-style-type: none"> • Establish positive, effective working relationships with relevant stakeholders (Executives, Senior Leaders, and external parties). • Effective administration support to the front desk and visitor meetings • Any other duties within the scope and spirit of the role as directed by the PA to the Chair and CEO. <p>Financial:</p> <ul style="list-style-type: none"> • N/A <p>Non-Financial:</p> <ul style="list-style-type: none"> • N/A • Health and Safety <p>Delegated Authority Levels: N/A</p> <p>Reports to: PA to Chair and CEO</p> <p>Relationships Internal:</p> <ul style="list-style-type: none"> • Executive Officers/ Board/NEDS/Heads/managers/ staff • Stakeholders and Clients 	<p>Skills/Knowledge/Experience/Competence:</p> <ul style="list-style-type: none"> • First class interpersonal and communication skills. • Excellent customer service skills • Excellent typing skills • Excellent organisational skills • Excellent IT and MS Office skills • Experience of minute taking • Demonstrates initiative • Self-starter/ability to use initiative • Ability to work under pressure and within strict timescales • Flexibility in working across a variety of tasks • Demonstrate good literacy and numeracy skills. • Ability to build good working relationships with staff, stakeholders and external clients • Highly organised & eye for detail. • Shorthand/audio skills would be advantageous <p>Qualifications</p> <ul style="list-style-type: none"> • GCSE level or equivalent • NVQ in Business Administration or equivalent 	<ul style="list-style-type: none"> • Achievement drive • Building relationships • Continuous improvement • Stakeholder focus • Developing self • Interpersonal & influencing skills • Team working <p>Values:</p> <ul style="list-style-type: none"> • Great place to work • Client Focus • Inclusive • ambitious <p>Behaviours:</p> <ul style="list-style-type: none"> • Open, fair and transparent • Honest and trustworthy • Empowered in making right decisions • Accountability for results and delivery



LGPS Central Limited provides an exciting, supportive and family-friendly working environment, and we are committed to helping our people achieve their full potential and a healthy work-life balance. We are an inclusive employer and offer equal opportunities to all regardless of an individual's age, disability, gender identity, marriage or civil partnership, status, pregnancy or maternity, race, religion or belief, sex and sexual orientation. Candidates who declare that they have a disability and who meet the essential criteria for the job will be offered an interview.