

JOB DESCRIPTION

Post:	Executive Assistant to PCC and Chief Executive (and Business Administration Officer)
Grade:	£33,495 per annum
District/Department:	Office of the Police and Crime Commissioner
Location:	Police Headquarters, Martlesham Heath, Suffolk
Reporting to:	Chief Executive
Responsible for:	Support Officer

ACTIVITIES AND RESPONSIBILITIES OF THE POST

1. Principal purpose of the role

- To provide proactive, efficient, professional and confidential secretarial and administrative support to the Police and Crime Commissioner (PCC), Chief Executive and other senior staff.
- To provide the committee administration function to the Office of the PCC.
- To provide and undertake policy / research work and administrative duties as directed to support the functions of the PCC.
- To contribute to the effective administration and discharge of functions of the Office of the PCC.

2. Main activities of the role (this is a non-exhaustive list)

- To act as a courteous, professional and knowledgeable point of contact in the Office of the PCC.

- To manage the diaries of the PCC, Chief Executive and other senior staff where necessary, including planning and organising meetings (both on Teams and face to face) and associated travel and accommodation requests as required.
- To provide a comprehensive and confidential word processing service to the PCC and Chief Executive and other senior officers as required, using various IT packages (including Word, Excel, PowerPoint and MS Outlook).
- To provide administrative support to the PCC, Chief Executive and other senior officers as required to include the maintenance of computerised records, making agendas for meetings, conferences, interviews and other functions as directed including the preparation of necessary papers and presentation aids as appropriate.
- To ensure that actions following PCC and senior officer attendance at meetings are appropriately delegated and dealt with on their behalf.
- To deal with incoming calls, emails, correspondence and general inquiries on behalf of PCC and senior officers and action as appropriate.
- To liaise with senior officers and staff of the Constabulary and with senior executives and managers of external organisations in respect of the business of the Office of the PCC. This may involve personal communication with dignitaries and VIPs.
- To prepare briefing folders for the PCC and senior staff as required and, where necessary, co-ordinate and/or prepare briefing notes and updates prior to and following meetings and appointments.
- To provide the full committee administration function to the Office of the PCC to include:
 - business and agenda, planning and arrangement;
 - liaison with the Constabulary and others over business;
 - production of agendas and formal minutes;
 - production of papers;
 - collation and circulation of papers;
 - publication of agendas, papers and minutes on the PCC website.

The formal committees currently in existence and serviced by the office of the PCC are:

- Accountability and Performance Panel;
 - Audit Committee;
 - Norfolk / Suffolk Collaboration Panel.
- To provide a secretarial service to the Weekly Conference and the Management Team meetings.
- To supervise the Support Officer role in respect of their providing a secretarial function to the Estates Programme Board.

- To undertake the following specific administrative duties (with the support of and supervising the Support Officer):
 - maintain the PCC's central filing system including the retention and disposal of files and documents in accordance with the agreed policy;
 - holder of credit card for purchases from the PCC's Corporate Budget;
 - manage the office petty cash account;
 - maintain an inventory of office equipment in accordance with Constabulary policy;
 - maintain a record of staff/volunteers vetting clearances with a bring forward mechanism to prompt renewals;
 - maintain various registers/records eg staff leave, staff sickness, travel and other expenses, gifts and hospitality for publication on the PCC website;
 - assist as required with updating the PCC website.
- To advise the PCC on any policy issues as appropriate.
- To assist in the running of events organised by the Office of the PCC.
- To undertake any other duties commensurate with the role and grade as requested by the Chief Executive.
- To travel as appropriate to support the delivery of functions of the Office of the PCC.

3. Special Conditions / Points to Note

- The purpose of this job description is to indicate the general level of the duties and responsibility of the post. The detailed duties may vary from time to time without changing the general character of the role or level of responsibility entailed.
- Subject to the COVID pandemic, whilst the role is normally based at Police Headquarters, you may be required to work at other establishments as may be reasonably required including from home.
- The post holder will normally be required to work standard hours but may be required to work at other times as required by the exigencies of the role.
- The post is politically restricted.