



Job profile

Secretary to the Director of Public Health

Grade E

Group: Public Health and Wellbeing

Service: Business Support

Location: Civic Centre

Line Manager: Executive Assistant to the Chief Executive

Car User Status: N/A

The key roles of this post will include:

1. To provide an efficient, professional and comprehensive secretarial and administrative service as direct support to the Director of Public Health
2. To develop and maintain all manual and computerised record systems, to ensure that information databases are up to date and available for use.
3. To liaise with other Groups/Services and external organisations in order to deal effectively with enquiries received.
4. To raise and handle documentation including invoices, orders and routine correspondence as required.
5. To provide an efficient and accurate typing/word processing service for the Director of Public Health
6. To plan and organise meetings and travel arrangements, as appropriate, for the Director of Public Health.
7. To liaise with council members and chief officers on behalf of the Director of Public Health as required.
8. Such other responsibilities allocated which are appropriate to the grade of the post.



Knowledge & Qualifications

Essential:

Knowledge

- Using office-based software packages e.g. Microsoft Office.

Experience

- Using office-based software packages e.g. Microsoft Office
- Providing secretarial or other support services
- Excellent IT skills
- Good communication and interpersonal skills
- Displaying political sensitivity and diplomacy
- Working in a busy environment and managing a varied workload to tight timescales.

Qualifications

- GCSE grade 4 or grade C or above or equivalent in Maths and English.

Desirable:

Knowledge

- Local Government and working with councillors

Experience

- Good verbal communication when dealing with complex issues
- Providing secretarial or support services to those at a managerial level



Competencies

Customer Focus

Puts the customer first and provides excellent service to both internal and external customers

Communication

Uses appropriate methods to express information in a clear and concise way to make sure people understand

Team Working

Works with others to achieve results and develop good working relationships

Making things happen

Takes responsibility for personal organisation and achieving results

Flexibility

Adapts to change and works effectively in a variety of situations

Learning and Development

Actively improves by developing and applying new skills and knowledge and learns from past experiences