**JOB DESCRIPTION**

**Post Title:**  Personal Assistant to the Senior Management Team

**Post Reference:** TVCA 20

**Grade:** H

**Responsible to:** Executive Assistant to Chief Executive

## Job Purpose

To provide an efficient and professional personal assistant service to the Senior Management Team of the Combined Authority.

## Duties & Responsibilities

1. Diary management and co-ordinate all activities including associated travel, itineraries and paperwork directly in relation to the Senior Management Team.
2. Organise and prepare for internal/external meetings and presentations and any associated paperwork, travel, meeting room and catering arrangements, directly in relation to the Senior Management Team.
3. Deal with all enquiries received via telephone directly to the Senior Management Team.
4. Produce documentation from copy, audio, email and verbal formats, as required. Format and present documentation, as required, e.g. mail merge, reports, presentations.
5. Ensure the completion and return of any appropriate documentation in relation to the Senior Management Team.
6. Monitor email inboxes in a confidential and sensitive manner to ensure important matters are advised, actioned or delegated as appropriate. Forward emails to the appropriate officer to be actioned when any of the Senior Management Team are on leave.
7. Appraise any incoming post directed to the Senior Management Team and ensure appropriate action/distribution.
8. Prepare and complete any appropriate expenses related paperwork.
9. Work closely with the other Personal Assistants, including providing holiday cover, to ensure an appropriate level of support is always available to the Senior Management Team.
10. Under the direction of the Governance and Administration Manager, assist with the administration functions for the Combined Authority, including the reception/front of house service, as required.
11. Under the direction of the Governance and Administration Manager, assist with the governance functions of the Combined Authority, including preparation of agendas and minute taking etc, as required.
12. Undertake such personal training as may be deemed necessary to meet the duties and responsibilities of the post.
13. To take reasonable care of your own Health and Safety and co-operate with management, so far as is necessary, to enable compliance with the health and safety rules and legislative requirements.
14. Work flexibly and undertake such other duties and responsibilities commensurate with the grading and nature of the post.