Secretary to Head of Service (Active Communities)

School Place

At a glance:
Grade: E
Salary: As per advert
Allowances:

- Distant Islands Allowance, where applicable

Job Purpose:
To provide high quality, efficient and effective administration support to the Head of Service (Active Communities) and support the wider administration team .

For application support contact **hrsupport@orkney.gov.uk** or call **01856 873535 ext.2250**

Benefits and Support

34 days annual leave, increasing to 39 days over 5 years, inclusive of Public Holidays (pro-rata)	Supported to work and earn whilst achieving qualification
Local Government Pension Scheme	Maternity, Paternity and Sick Pay
Comprehensive induction process	Employee Assistance Programme

Main Duties and Responsibilities

Provision of direct administrative support to the Head of Service (Active Communities) including production of sensitive, complex reports/documents to a high degree of accuracy to often tight deadlines and will require the management of conflicting priorities and deadlines. This includes the pre-notification, production and circulation of Committee reports whilst adhering to corporate deadlines.

As necessary co-ordinate and ensure that administrative support is provided to the Heads of Service and Director from within the Directorate Secretaries team.

As required, and in conjunction with the Team Manager (Resources), support the wider administration team in the provision of efficient and effective administrative support to the Education, Communities & Housing Management Team.

Monitor, prioritise and delegate emails addressed to the Head of Service (Active Communities), and generic email inboxes as required, dealing with any emails requiring appointment etc. and ensuring deadlines for responses are met.

Responsible for the efficient running of the Head of Service (Active Communities) diary including setting up meetings as requested whilst managing the Head of Service's time appropriately and planning time for the Head of Service to catch-up on workload demands.

Ensure papers for meetings are prepared in a timely manner to allow preparation time for the Head of Service (Active Communities).

Transcribe digital audio recordings of sensitive and confidential investigations, held under Council HR Policies and Procedures as required.

Maintain, develop and review the electronic Service filing system.

The post holder is required to provide advice, guidance, support and on the job training to new members of administrative staff in relation to relevant duties, systems, and processes.

Required to use a range of computer packages, including Microsoft Office, Talentlink (job portal), Intranet, SEEMis and Minute taking software.

Use Integra (Finance system) for ordering goods, raising purchase orders and special payments.

Responsibilities for All

Embody the Council Values of Accountable, Reliable, Considerate and Collaborative.	Participate in team meetings, 1 to 1s, supervision and good conversations process
Handle all information in confidence and in line with Data Protection requirements	Comply with the Council Employee Code of Conduct
Work safely to prevent risk to yourself and others	Comply with relevant professional body codes of practice/conduct
Ensure Equality, Diversity and Inclusion	Any other duties appropriate to your grade
Undertake mandatory and relevant training and development	Where required Support the Council's emergency response

Skills and Requirements

Must have

Hold a qualification at SCQF 6/7 i.e., SVQ3, National Certificate, Foundation Apprenticeship, Advanced Higher, Scottish Baccalaureate, HNC, Certificate of Higher Education in Administration or other relevant subject area.
OR
Have a minimum of 3 years previous relevant experience, as detailed below.
Significant administrative experience.
Experience of working in a busy office environment.
Significant minute taking experience.
A good understanding of office systems and procedures.
Knowledge of basic financial systems and procedures.
Significant experience in use of computerised systems, particularly Microsoft Office.
Able to travel efficiently and effectively between various work locations within Orkney to meet the operational requirements of the service.

Requirements of the Role

Disclosure/PVG:	Level 1 Disclosure Check	Convictions to Declare:	Current
Politically Restricted Post:	No	Sponsorship:	No
Work Additional Hours:	No	Term Time Post:	No