FALKIRK COUNCIL

make it happen
council of the future

Job Profile

Job Title:	Secretary
Reporting to:	Personal Assistant
Responsible for Line Management of:	N/A
Your Job is to:	The postholder will work closely with the Head of Service to ensure their diary is up to date with meetings and appointments. You will provide a professional, effective, efficient, and confidential secretarial service using a high level of initiative. You will create/amend/store documents electronically such as reports, agendas, minutes etc. The postholder reports to the service Personal Assistant and works alongside Secretaries in the Service.
Grade:	F

What you will do :

Job Specific Tasks

1. Ensure high quality secretarial support including diary management, handling and directing hard copy and electronic mail, handling and directing calls and enquiries, arranging meetings, travel and other essential arrangements for the smooth running of the Head of Service's workload.
2. Create and update documents and presentations, co-ordinate meetings and prepare associated papers in time for meetings.
3. Carry out word processing/typing and audio typing of confidential material including letters, memos, reports, minutes, agendas etc.
4. Prioritise own workload, as required, to agreed deadlines and with support from line manager.
5. Attend, take minutes and complete relevant actions from meetings as required.
6. Organisation and maintenance of confidential sensitive information, effective and efficient document management of information including data protection, version control, filing, retention and destruction in accordance with Council policies and procedures.
7. As and when required, provide cover within the assigned directorate secretarial team.
8. Undertake specific tasks and projects for directorate.

Job Demands

1. You will be working in a mobile/flexible working environment.
2. You will be required to plan and organise your own workload.

3. You will be required to deal with conflicting priorities and deadlines.
4. You may be required to handle cash or process financial transactions such as invoices
5. You will be expected to communicate well with colleagues and others.
6. You will have excellent written and verbal communication skills.
7. You may encounter distressed/upset individuals.
8. You may be required to interact with demanding/angry individuals.
9. You will provide support services to internal colleagues.
10. You will be responsible for handling and processing information.
11. You will be responsible for moderately expensive equipment.
12. You must be mobile throughout the Council.
13. You will be required to use your own initiative.
14. You will be required to maintain confidentiality at all times.
15. You will be required to work as part of a team.

Health & Safety

1. Work safely and follow procedures.
2. Take care of own health and safety and that of others whilst at work.
3. Comply with the Council's Health and Safety Policy.
4. Help create and promote a positive health and safety culture.

Person Profile

Essential Education & Professional Qualifications & Memberships	Ideally you will have	How we assess this
• Excellent numeracy and literacy • SVQ Level 3 in Administrative/Secretarial equivalent or equivalent		Application Form Interview
Essential Skills, Knowledge & Experience	**Ideally you will have**	**How we assess this**
• Organisational skills • Customer care skills • Problem solving skills • Attention to detail • Relevant experience is required. • Experience working as part of a team. • Ability to organise competing demands. • Experience in data protection legislation. • Experience using MS office packages. • Experience in working in Public Sector or political environment. • Experience building relationships with external agencies. • Previous office administration experience.	• Experience working with Trade unions. • Experience working in a Multi-disciplinary/partnership. • Gaelic language skills	Application Form Interview
Falkirk Council Values & Behaviours		**How we assess this**
• Demonstrates behaviours which are consistent with Falkirk Council Values **(Responsive, Innovative, Trusted, Ambitious)**		Application Form Interview