

## **GRAMPIAN ASSESSOR & ELECTORAL REGISTRATION OFFICER**

### **JOB DESCRIPTION**

<b>(1) JOB IDENTITY</b>			
<b>POST TITLE:</b>	Executive Assistant	<b>LOCATION:</b>	Woodhill House
<b>SECTION:</b>	Secretarial		
<b>REPORT TO:</b>	Assessor & ERO		
<b>GRADE:</b>	5	<b>POST REF:</b>	24-07

<b>(2) JOB PURPOSE AND WAY OF WORKING</b>
Responsibility for the efficient delivery and management of an effective and comprehensive corporate administration service.

<b>(3) MAJOR TASKS</b>
Deliver and support the efficient operation of the corporate functions of the organisation by assessing the service requirements and business needs. Develop, implement and maintain appropriate procedures, processes, systems and resources for timeous service provision/delivery. Provide a confidential secretarial service to senior managers. Supervise departmental typing staff.

<b>(4) REPORTING RELATIONSHIPS</b>	This job is indicated by *
Assessor & ERO   Executive Assistant *   Typists	

**(5) DUTIES TYPICALLY INCLUDE:**

**5.1 Corporate**

- 5.1.1 Ensure that the delivery and achievement of corporate administrative tasks meet agreed performance standards.
- 5.1.2 Update existing or rolling plans and schedule cyclical activities.
- 5.1.3 Contribute to the development of the corporate administrative function including business and procedural reviews, making recommendations for improvements and implementation.
- 5.1.4 Organise and maintain information and record systems and ensure that records are kept for statutory purposes e.g. personnel records including sickness absence, annual leave entitlement, staff training etc.
- 5.1.5 Produce management reports and collate statistical information.
- 5.1.6 Maintain and monitor inventories and stock of office equipment, furniture, stationery etc.
- 5.1.7 Organise & arrange booking of internal and external meetings, seminars, events etc. including hospitality and travel arrangements.
- 5.1.8 Issue equipment to staff and maintain associated records.
- 5.1.9 Provide diary management and confidential secretarial service to senior managers.

**5.2 Financial**

- 5.2.1 Arrange for the ordering, receipt, distribution and maintenance of office equipment, furniture and stationery.
- 5.2.2 Deal with petty cash payments, issue of purchase orders, processing of invoices and rendered accounts.
- 5.2.3 Monitor & record invoice and petty cash payments to ensure that expenditure remains within budget and make recommendations to identify efficiency and cost related savings.
- 5.2.4 Assist with procurement exercises, including the tendering & purchasing of goods to ensure best value at all times.
- 5.2.5 Liaise with Finance colleagues to ensure financial transactions are correctly processed.

**5.3 Human Resources**

- 5.3.1 Coordinate staff recruitment and selection throughout the organisation, including placing of advertisements and ensuring that all pre-employment checks are carried out and recorded.
- 5.3.2 Monitor the induction processes for new staff.
- 5.3.3 Coordinate the implementation and monitoring of risk assessments.

**(5) DUTIES TYPICALLY INCLUDE:**

5.3.4 Liaise with HR and Payroll colleagues to ensure any HR or Payroll issues/problems are correctly handled and processed.

5.3.5 Supervise typing staff.

**5.4 Liaison with outside bodies**

5.4.1 Liaise with colleagues in other Assessor's offices and the constituent councils on behalf of the Assessor & senior managers.

5.4.2 Liaise with external contractors and suppliers and coordinate any work required.

**The above is intended to provide a clear but concise statement of the MAJOR TASKS and ACTIVITIES of the job. It is not an exhaustive list of all the detailed duties which the post holder will be expected to undertake. The range of duties and responsibilities may alter in the course of time in light of legislative amendments affecting the Department's statutory functions.**