

<b>Job Title:</b> Cabinet Office Administrator Intern	<b>Role Profile Number:</b>
<b>Grade:</b> National Minimum Wage <b>Salary:</b> £6.56 - £8.91 per hour dependent on age	<b>Date Prepared:</b> June 2021
<b>Directorate/Group:</b> Enabling and Operations	<b>Reporting to:</b> Head of Elections and Democracy
<b>Structure Chart attached:</b>	Yes

**Job Purpose**

- To provide administrative support to the Cabinet Office; delivering highly effective, efficient and confidential support with modern business support activities to the Cabinet Members working across the organisation.

**Key Accountabilities**

**Meeting Management**

- Managing access to Cabinet Members through effective diary management – scheduling appointments and committing time, in accordance with guidance from team members
- In respect of diary management, leading travel planning and logistics to ensure that meeting attendees are in the right place at the right time and are fully prepared
- Tracking and chasing (where required) of action points to ensure that they are completed in a timely manner and reporting progress to the Political Assistant for escalation if required
- Attend meetings to provide support with minute taking and distribution of notes once completed

**Supporting Cabinet Members**

- Provide a range of support to Cabinet Member projects as required including policy research, developing and producing some project documentation, tracking and chasing actions, meeting management, taking notes and liaison between key stakeholders
- Identify and monitor local and national media coverage in print and online to proactively flag issues with individual Cabinet Members and the Political Assistant
- Create ideas for proactive communications about Cabinet-led initiatives with residents and other stakeholders via blogs, press releases and social media to include modern digital communication methods

**Producing Documentation**

- Design and produce through the use of MS Office, high quality and effective documentation in response to briefs from Cabinet Members within short timescales and in accordance with corporate standards

### **Co-ordinating Information**

- Answering calls/enquiries/issues raised by members of the public, Councillors and other agencies and deal with or direct enquiries to appropriate points of information within the Council or outside organisations.
- Carry out research for Cabinet Members in the investigation and preparation of answers in response to enquiries from members of the public, local press and other community stakeholders
- Maintain an effective and efficient filing system for Cabinet Members

### **Stakeholder Liaison**

- Acting as a point of access for queries in relation to cabinet actions from internal and external customers and stakeholders, including senior officers and the public
- Dealing with enquiries at first point of contact as far as possible or signposting as appropriate. Being aware of developments within the Cabinet to be able to supply information

### **Office Administration**

- Excellent organisation and prioritisation skills in order to respond to competing demands from a range of sources so that the greatest value is added to the achievement of the aims and objectives of the Cabinet
- Manage and prioritise workloads, ensuring all targets are achieved and deadlines are met
- Respond to written and verbal queries or signposting as appropriate and tracking the response when required. Ensure professional presentation of letters, reports and other documents
- Maintain an efficient paper and electronic filing and archiving system that complies with local and corporate retention policies. Ensuring that electronic filing is adopted as a first option wherever possible
- Provide a confidential secretarial, administrative and information service to the Cabinet
- To undertake any other duties that can be accommodated within the grading level of the post
- Keeps the working environment organised and maintain the highest standards of professionalism

### **Supplementary Accountabilities**

- Participate in equality and diversity training, information briefings and events as and when required as part of continuous professional development
- Promote equality and diversity best practice in all areas of work
- Ensure that any identified personal training needs are discussed with the line manager including being appraised in accordance with the Council's development and appraisal scheme and to undertake a programme of continuous development
- Undertaking any other duties that can be accommodated within the grading level of the post

### **Knowledge & Experience**

*Candidates must have substantial knowledge and experience in the following areas of business and will be required to provide evidence of this:*

- Good ICT skills and experience of using of MS Word, Excel, PowerPoint, Project, Outlook and Sharepoint, and using these tools to develop creative solutions to support projects and key activities
- Knowledge of and understand the policies of the Conservative Party and Must not be a member of a rival political party
- Ability to liaise and communicate with others verbally and in written format, liaising with team members

(including the senior leadership team) to challenge and influence prioritisation of activities and meetings and ensuring that actions are being delivered to time

- Awareness of customer needs and expectations within a business support environment
- Ability to work as part of a team
- Ability to be flexible and adaptable across a range of tasks, working for a range of people
- Awareness of key corporate decisions, strategies and policies in order to understand the priorities of the Group and give appropriate advice and information as required to customers
- Understand the political structure of the Council, as well as relationships with key partners
- To uphold and comply with the statutory provisions of the Health and Safety at Work Act 1974 and any other associated legislation or Council Policies and Procedures
- To understand and comply with the Council's Equal Opportunities Policy

**Qualifications**

- Good level of literacy and numeracy skills equivalent to GCSE including basic budget management experience

**Decision Making**

- Ability to prioritise own workload to ensure all tasks are completed within given timeframes and escalating any issues to line manager when appropriate
- Responding where appropriate to queries from other Councillors, officers at all levels, the general public and external agencies

**Creativity and Innovation**

- Being proactive and present ideas about engaging with the public on an on-going basis

<p><b><u>Job Scope</u></b></p> <p><b>Number and types of jobs managed</b></p> <ul style="list-style-type: none"> <li>• None</li> </ul> <p><b>Typical tasks supervised/allocated to others</b></p> <ul style="list-style-type: none"> <li>• None</li> </ul>	<p><b>Budget Holder Responsibility:</b></p> <p><b>Asset Responsibility:</b></p>	<p>No</p> <p>.</p>
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**Contacts and Relationships**

*(how the role relates to the work of others i.e. officers, groups, committees, general public, members, partner organisations, internal and external contacts of the council)*

- Daily contact with Political Assistant and PA to the Leader
- Regular contact with line manager
- Regular contact with the Leader of the Council, Cabinet and Elected Members, the Chief Executive and

senior officers from across the organisation, external partners, other Local Authorities and external organisations

- Residents of the Borough and members of the public regarding issues such as complaints, service issues etc.

**Values and Behaviours**

We strive to underpin our culture of being ‘At our Best’ through strong management and authentic leadership. This means getting the management basics right. We own and demonstrate accountability, both individually and collectively, and aim to get things right first time. Building on this we also expect everyone at SBC to demonstrate and live our organisational values and behaviours, by displaying:

- Accountability at all levels
- Customer care and pride in what we do
- Continuous learning and evaluation
- Valuing one another and the contribution each of us makes

<b>Employee Signature:</b>	Print Name:
<b>Date:</b>	
<b>Line Managers Signature:</b>	Print Name:
<b>Date:</b>	