

## Buckinghamshire & Milton Keynes Fire Authority

### Executive/Personal Assistant

#### Job Description

**Directorate:** CFO Team  
**Grade:** Scale 6  
**Reference number:** 91052186  
**Responsible To:** Chief Fire Officer

#### Job Family

Strategic
Middle / <b>Professional</b>
Supervisory / Technical
Firefighter / Non- supervisory

**Primary Purpose:** To provide confidential and dedicated executive support to the Chief Fire Officer/Chief Executive (CFO/CEO).

**Directly responsible for:** N/A

**Overall responsible for:** N/A

#### Main Duties and Responsibilities:

##### Corporate Management

1. To participate in the Authority's performance management processes.
2. To contribute to the preparation of the area budgets.
3. Manage the secretariat for Fire Service Standards development

##### Service Delivery

4. Make full use of relevant Microsoft Office IT applications to support the CFO/CEO
5. Oversee the CFO/CEO's electronic diary and schedule to include bring forward, travel arrangements, accommodation, enquiries and activities to ensure future commitments are prioritised, schedules are achievable and an effective utilisation of available time.
6. Monitor, process and prioritise all incoming communication(s), distributing correspondence for action, drafting responses, progress checking and monitoring of follow up systems.

7. To monitor and be responsible for the budgets that are held by the CFO/CEO, which includes processing invoices and completing the monthly cost centre budget return on behalf of the CFO/CEO
8. Co-ordinate all aspects of the top level meetings, conferences, seminars and activities. Collate and despatch documentation, as necessary, to ensure the CFO/CEO is well prepared for the occurrence; record and transcribe accurate minutes and action plans. Meet and greet visitors and guests on behalf of the CFO.
9. To assist with the production of reports on behalf of the CFO/CEO and the Senior Management Team (SMT).
10. Prepare documents for the CFO/CEO and Principal Officers prior to attendance at national and international meetings.
11. To accompany the CFO/CEO to attend meetings as necessary to provide professional support. This may require occasional travel away from home.
12. Provide information and briefings for Members of the Fire Authority as directed.
13. Prepare Fire Authority items for the CFO/CEO.
14. Attend Senior Management Team and other meetings and record action items.
15. Organise, prepare and deliver programmes for VIP visits as directed.
16. Participate in and/or Chair working groups as necessary.
17. To monitor completion of tasks against project plans, deadlines and milestones as required
18. Undertake such work as may be determined by the CFO/CEO from time to time, up to or on a level consistent with the principal responsibilities of the post
19. To ensure the functions of the Executive & Member Support Officer are undertaken in their absence as required

### **Personal**

20. To participate in a programme of continuous personal and professional development relevant to the role
21. To demonstrate conduct and behaviours in accordance with Authority policies, values and norms
22. To be aware of the Authority's aims, organisational values and behaviours and their impact on this post

### **General Compliance**

23. To ensure personal compliance with the Authority's:
  - a. Financial Regulations and Scheme of Delegation
  - b. Data Protection and Information and Communications Technology Security policies and procedures
  - c. Human Resource policies and procedures

- d. Commitment to achieving Equality and Diversity and associated policies and procedures
- e. Health and Safety policies, procedures and practice guides and instructions
- f. Duty of care to citizens and employees
- g. Attend meetings as required and submit information in appropriate formats as required.

24. To undertake any other duties that may reasonably be required from time to time at any location required by the Authority.

This job description will be supplemented by annual target based outcomes, which will be developed in conjunction with the postholder. It will be subject to regular review and the Authority reserves the right to amend or add to the duties listed.

<b>Buckinghamshire &amp; Milton Keynes Fire Authority</b>	
<b>Executive Assistant</b> Person Specification	
The postholder will be expected to demonstrate effective and efficient implementation of their qualifications, knowledge and skills and successful outcomes in their experience.	
<b>Qualifications:</b> <ul style="list-style-type: none"> <li>• Good education or equivalent work experience</li> </ul>	<b>Essential</b> ✓
<b>Knowledge and skills:</b> <ul style="list-style-type: none"> <li>• Demonstrable accomplishments</li> <li>• High level of proficiency in Microsoft Office applications</li> <li>• Excellent written and verbal skills</li> <li>• Analytical &amp; Research skills</li> <li>• Ability to assist in writing complex, well-structured reports</li> <li>• Excellent organisational skills</li> <li>• Project Management co-ordinating skills</li> </ul>	 ✓ ✓ ✓ ✓ ✓ ✓ ✓
<b>Experience</b> <ul style="list-style-type: none"> <li>• Ability to communicate with groups of staff.</li> <li>• Experience of working in a pressurised environment and achieving deadlines when working to tight timescales.</li> <li>• Accurate and fast keyboard skills</li> </ul>	 ✓ ✓ ✓
<b>Values and behaviours:</b> <ul style="list-style-type: none"> <li>• Demonstrate appropriate managerial values, as a leader and especially in relation to respecting diversity.</li> <li>• To demonstrate high standards of personal appearance and a diligent approach to work.</li> <li>• To treat people with dignity and respect and respect that as public servants, we have a duty to act professionally and responsibly with authority assets, property and funds; i.e. taxpayers money</li> <li>• Demonstrates the appropriate commitment to personal development, in accordance with service expectations and values</li> </ul>	 ✓  ✓  ✓