

Job title:	Personal Assistant	Reports to:	Business Services Manager	Grade:	4
Organisation Unit:	Central Services	Responsible for:	Day to day PA support to the Managing Partner and Clinical Director. Support for SMT	Working hours:	1.0 FTE
Job Purpose / Job Overview					
The Personal Assistant (PA) provides comprehensive administrative and support to our senior team (SMT) principally supporting the Managing Partner and Clinical Director, enabling them to focus on their core responsibilities. This role is critical to ensuring the smooth and efficient operation of the leadership and management of the Partnership by managing schedules, coordinating meetings, handling communication, organising events, collating data, preparing reports, taking notes of meetings and liaising with internal and external stakeholders.					
Key Responsibilities			Person Criteria		
<ol style="list-style-type: none"> 1. Act as first point of contact for Managing Partner and Clinical Director dealing with correspondence, queries and communications on their behalf 2. Manage complex calendars and organise meetings, workshops and events (including social events) ensuring that all staff are suitably briefed. 3. Prepare, format, and distribute documents, reports, agendas, and minutes to a high professional standard. 4. Monitor incoming communications, prioritising and redirecting as appropriate. 5. Gather, collate and publish performance and progress data for Senior Team and Partner Meetings 6. Manage enquiries, mail, email, correspondence and online / face to face meetings efficiently and in a professional and supportive manner. 7. Liaise effectively with a wide range of internal and external stakeholders including boards, external agencies and partner organisations. 8. Support with project administration, maintaining logs, and tracking actions and outcomes. 9. Maintain effective filing systems (electronic and paper) in line with Living Well policies and supporting documentation management protocol 10. Contribute to service improvements and operational efficiencies within the administrative function. 11. Provide general office admin assistance. <p>Other</p> <ol style="list-style-type: none"> 12. Demonstrate the LWP values of Compassion, Collaboration and Continuous Learning. 13. Any other ad-hoc duties as required. 			<p>Qualifications</p> <ul style="list-style-type: none"> • Educated to higher level or have equivalent experience in a related area • Grade 6 or above GCSE English and Maths <p>Desirable</p> <ul style="list-style-type: none"> • Business / Personal Administration or similar accreditations <p>Knowledge / Experience</p> <ul style="list-style-type: none"> • Proven experience as a PA, EA, or similar administrative role preferably within health care, public sector or VCSE setting. • Excellent verbal and written communication and interpersonal skills. • Strong organisational and time management skills, with the ability to prioritize effectively. <p>Skills</p> <ul style="list-style-type: none"> • Ability to work effectively with all levels of the organization, including senior executives and staff • Maintains the highest standards of confidentiality and discretion when handling sensitive information and professionalism. • Able to demonstrate use of Microsoft Office including Excel intermediate level to prepare reports and presentations • Excellent attention to detail and organisational skills • Confident and determined with the ability to work on own initiative and as part of team 		

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| | <ul style="list-style-type: none">• Adaptable, flexible and ability to plan and react to changes and occasionally out of office hours• Holds valid UK driving licence, with ability to commute by car between sites |
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This role profile is intended as a basic guide to the scope and responsibilities of the post and is not exhaustive; there may be other duties required of the post-holder commensurate with the position. This description will be open to regular review in consultation with the post holder and may be amended to consider development within the Partnership. All members of staff should be prepared to take on additional duties or relinquish existing duties to support the efficient running of the Partnership.