

**Job Description**

**Mayor’s Secretary**

Grade: Level 8

**Responsible To:**

**Responsible For:**

Civic Services Team Leader

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**About the job:**

To provide an exceptional comprehensive and personal secretarial support service to the Mayor, organising civic and council events and managing Lancastrian Room bookings.

**Role:**

Be responsible for the efficient and effective management of the Mayor’s office, providing an efficient and effective service.

Provide a professional and courteous point of contact for the Mayor, dealing with telephone calls, emails and correspondence.

Effectively manage and organise Mayoral, Civic, charity fundraising and relevant council events including, Remembrance Sunday, Freedom of the Borough events etc.

Correspondence and meetings with a wide range of stakeholders including senior officers and councillors, civic leaders and high-ranking military personnel.

Organise the Mayor’s diary, attendance at events, preparation of briefings and speeches, including travel arrangements.

Regularly provide advice and guidance to the Mayor on civic and ceremonial activities and relevant protocols.

Receive, record and reconcile cash, card payments and bank transfers for mayoral fundraising events.

Manage all aspects of the Lancastrian function room including bookings, invoicing, the bar contract and Lancastrian attendant rotas and time sheets.

General office duties including stock control, petty cash, expense claims, processing orders, invoices and information distribution.



Attend mandatory training associated with role and develop relevant knowledge and skills

To promote and comply with South Ribble Borough Council’s obligations under the Equality Act 2010 and Health & Safety, both in the delivery of service and the treatment of others.

To carry out any other duties which are consistent with the nature, responsibilities and grading of the post.

**Responsibilities:**

**Team:**

* You will work with your colleagues to prioritise team objectives over individual objectives.
* You will support and respect your colleagues at all times**.**
* You will work together to share knowledge and experiences to improve your service.
* You will participate in development activities as required.

**Corporate:**

* You will carry out your duties and responsibilities in line with the Health & Safety Policy and associated legislation.
* You will actively engage with customer care, value for money and performance management.
* Your duties will be carried out in line with our equality scheme.
* You will be compliant at all times with GDPR and data protection legislation.
* You will constructively participate in communication and promotional activities.

**Organisational:**

* You will be prepared to take on responsibilities and projects that may be outside of your normal work area but are relevant to your role.
* You will support an inclusive culture which provides opportunities for everyone to participate and progress.
* You will support effective relationships across all Directorates, with stakeholders and external partners to ensure the Council’s priorities and objectives are met.
* You will positively promote and represent the Council at all times.



**What the successful candidate will have:**

**Qualifications**

* A good standard of numeracy and literacy demonstrated through either qualification or previous experience
* Evidence of continuing professional development
* IT qualification and/or extensive experience in the use of Microsoft Office applications – Word, Excel, Outlook etc.

**Knowledge & Experience**

* Previous relevant experience of organising and managing high profile complex events
* Experience of administrative and clerical processes and procedures in a busy office environment
* Ability to maintain confidentiality
* Be politically aware and sensitive to political issues and relationships.
* Knowledge of local authority and civic processes and protocol

**Skills & Abilities**

* Exceptional customer service
* Excellent communication and presentation skills both verbal and written
* Work across teams in a positive and constructive manner to achieve results
* Excellent planning and organisation skills
* Ability to work autonomously, managing own workload whilst working closely with the Civics Services Tam and other services.
* Ability to deal with people at senior levels including councillors, MPs, the Lord Lieutenant, senior Regimental officers, as well as people of different faiths and their community representatives.