



HM Prison & Probation Service

HQ Job Description (JD)

Band 4

Directorate: Public Sector Prisons

Job Description – Director’s Secretary

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JD Evidence	

Job Description

Job Title	Directors Secretary
Directorate	Public Sector Prisons
Band	4

Overview of the job	<p>The post-holder is responsible for managing the Director’s Diary, and providing any general administrative support as required.</p> <p>The post-holder reports to the Director’s Business Manager and then to the Director.</p>
Summary	<p>The post-holder is required to provide daily diary management and general administrative support to the Director in a high-pressure environment.</p> <p>This necessitates the ability to prioritise meetings and manage the diary in the most efficient and practical way.</p> <p>Significant interaction with internal and external stakeholders is required.</p> <p>The post-holder is also required to prepare meeting papers along with other general administrative tasks such as: taking minutes; typing; and photocopying.</p> <p>The post-holder will deal with sensitive material on a regular basis; a high level of discretion and judgement is required.</p>
Responsibilities, Activities and Duties	<p>The job holder will be required to carry out the following responsibilities, activities and duties:</p> <ul style="list-style-type: none"> • Reviews emails and either replies on behalf of the Director or prioritises for action either by reference to the sender, the content and/or dates for responses. • Works with colleagues to progress or chase actions delegated to and from the Director to ensure they are addressed and responded to in a timely manner. • Maintains daily contact with the Director to ensure that he/she is briefed fully on any events/issues which may arise in their absence. • Act as a key contact in the office for general enquiries, “signposting” queries to other functions/individuals where appropriate. • Organises meetings on behalf of the Director. • Works with counterparts in other offices both within and external to HMPPS to co-ordinate diary arrangements often within tight time-constraints and conflicting priorities for dates, times and locations. • Makes all travel/accommodation arrangements on behalf of the Director. • Ensures that all diary arrangements are scheduled accurately and that the Director is made aware of any changes to the agreed schedule in a timely manner. • Compiles details of agendas, attendees and papers required for meetings in a timely manner. • Receives visitors on behalf of Director. • May be required to attend meetings to take minutes and subsequently maintain an action log. • Ensures that documents prepared and sent out on behalf of the Director reflect HMPPS standards of formatting and presentation. • Maintains all paper filing, ensuring compliance with archiving and retention policies.

	The duties/responsibilities listed above describe the post as it is at present and is not intended to be exhaustive. The Job holder is expected to accept reasonable alterations and additional tasks of a similar level that may be necessary. Significant adjustments may require re-examination under the Job Evaluation scheme and shall be discussed in the first instance with the Job Holder.
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Behaviours	<ul style="list-style-type: none"> • Seeing the Big Picture • Making Effective Decisions • Managing a Quality Service • Delivering at Pace • Communicating and Influencing • Working Together
Strengths	It is advised strengths are chosen locally, recommended 4-8.
Experience	
Technical Requirements	
Ability	An ability to fulfil all spoken aspects of the role with confidence through the medium of English or (where specified in Wales) Welsh - TBC may only be required if undertaking Duty Governor duties

Minimum Eligibility	<p><i>Please do not alter this box</i></p> <ul style="list-style-type: none"> • All candidates are subject to security and identity checks prior to taking up post. • All external candidates are subject to 6 months' probation. Internal candidates are subject to probation if they have not already served a probationary period within HMPPS. • All staff are required to declare whether they are a member of a group or organisation which HMPPS consider to be racist.
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Hours of Work (Unsocial Hours) Allowances	<p><i>Leave Blank</i></p> <p>To be used by the JES Team only</p>
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Success Profile

Behaviours	Strengths	Ability	Experience	Technical
	It is advised strengths are chosen locally, recommended 4-8			

Seeing the Big Picture				
Making Effective Decisions				
Managing a Quality Service				
Delivering at Pace				
Communicating and Influencing				
Working Together				