

# Job description

**Job title:** Executive Support Team Apprentice / Secretary

**Grade:** Dorset Grade 5

**Job evaluation reference:** CC996g

**Job family:** Business Policy and Administration

## Purpose and impact

To provide secretarial, administrative and clerical support to officers within the Council.

## Key responsibilities

- To undertake word processing (copy and audio typing) and database entry to required standards.
- To deal with telephone calls and personal callers and correspondence and to respond to requests for information in accordance with procedures.
- To undertake general secretarial, clerical and administrative duties, including minute-taking at meetings.
- To use electronic communication and data recovery systems and other appropriate systems.
- To maintain and manage the diaries of officers as required.
- To maintain files, reference documents, manuals etc and ensure prompt access to papers for meetings.
- To maintain a high standard of customer care in representing Dorset Council at all times.
- To maintain confidentiality in accordance with prescribed protocols and legislation.
- To research and collate information as required.
- To undertake appropriate training as required.
- To undertake any other duties commensurate with the grade.

NB: The duties and responsibilities of this post are not restrictive, and the post holder may be required on occasion to undertake other duties. This will not substantially change the nature of the post.

## Supervision and management

Reporting to: Executive Assistant to Chief Executive

Responsibility for: Shared responsibility for proper use and safekeeping of data record systems both manual and electronic.

## Other factors

Ie: resources, safeguarding, working environment, financial responsibility, practicalities (weekend/night work required)

- The work is subject to regular interruptions.

There is a high level of computer / keyboard work with significant use of V.D.U.'s



**Dorset**  
Council



## Our values

Our values act as guiding principles, defining what we believe is important in the ways we work together. Our values are Respect, Together, Accountability, Openness and Curiosity. You will need to be able to demonstrate these values in action through the way you work, regardless of your role within the organisation. Information about our values can be found on our website.



# Person specification

Your application will be assessed based on your demonstration of how you fulfil the following criteria; you should include clear examples of how you meet these criteria within your application form and during the assessment process.

## Essential

Essential criteria are the minimum requirement for the above post and will be assessed through a combination of your application form, assessment, interview and references (as specified below). We will require evidence of the qualifications, training or registrations listed below.

<b>Qualifications, training or registrations</b> Required by law or essential to the performance of the role or both	<b>Assessed through:</b>
1. RSA Stage II in typing / word-processing or ECDL (standard level), or equivalent qualification, or evidence of equivalent skill level.	Application form
2. Four GCSEs at grade C or above including Maths and English, or equivalent.	Application form
<b>Experience</b>	
3.	Application form Interview Assessment
<b>Knowledge</b>	
4. Knowledge of computer software packages including Windows, Microsoft Word, PowerPoint and Excel.	Application form Interview Assessment
<b>Skills and abilities</b>	
5. High degree of computer literacy.	Interview Assessment References
6. Excellent organisational skills.	Interview Assessment References
7. Excellent communication skills.	Interview Assessment References
8. Ability to take minutes.	Interview Assessment References
<b>Our values</b>	
9. Respect	Interview Assessment
10. Together	Interview Assessment
11. Accountability	Interview Assessment
12. Openness	Interview Assessment
13. Curiosity	Interview Assessment
<b>Other</b>	
14. Confidence in dealing with people.	

15. Hard working, flexible, presentable.	
--	--

## Desirable

Desirable criteria will be used in the event of multiple applicants meeting the minimum essential requirements and if applicable, will be assessed through a combination of your application form, assessment, interview and references (as specified below). If you meet the desirable criteria, we will require evidence of the qualifications, training or registrations listed below.

Qualifications, training or registrations	Assessed through:
16. RSA Stage III in word-processing or Word Advanced (ECDL) or equivalent qualification, or evidence of equivalent skill level	Application form
<b>Experience</b>	
	Application form Interview Assessment
<b>Knowledge</b>	
	Application form Interview Assessment
<b>Skills and abilities</b>	
	Interview Assessment References
	Interview Assessment References
	Interview Assessment References
<b>Other</b>	

## Approval

Manager's job title: SLT

Date: 2019

