

## JOB DESCRIPTION

### PA to Chief Regulator and Chair

<b>Post Ref</b>	1.2
<b>Reporting To</b>	Private Secretary to Chief Regulator
<b>Pay Band</b>	EO
<b>Line Management</b>	N/A

#### Job Purpose

To provide effective, efficient executive support to the Chief Regulator and Chair. This will include support in all aspects of their work and the management of their offices, including diary management, meetings management, document production and ensuring all aspects of the administration, planning and co-ordination of work streams is managed effectively and efficiently.

#### Key Accountabilities:

- Providing high-level effective support in order to facilitate the smooth running of the offices of the Chief Executive and Chair.
- Being the first point of contact for organising meetings for the Chief Executive and Chair.
- Managing and prioritising diaries to make effective use of time.
- Managing the correspondence addressed to the Chief Regulator and Chair.
- Acknowledging receipt of correspondence within 2 days of receipt. Disseminating correspondence to the appropriate experts, ensuring that any issues are brought to the attention of the appropriate Directorate and managing the drafting and issuing of final responses.
- Maintaining, checking and managing the Chief Regulator's emails and receipts.
- Establishing and maintaining systems and procedures. Maintaining records and review/report on progress and performance.
- Preparing agendas, distributing papers and taking minutes at selected meetings, as required by the Chief Regulator.
- Playing a pro-active role with Executive Board PAs, establishing regular catch up meetings, ensuring adequate cover for holidays, sickness, etc.

- Providing any additional appropriate support at the request of the Chief Regulator and Chair.
- Liaising with Board members, Directors and other senior Ofqual staff.
- Assisting with the preparation of the Chief Regulator's report to the Board.
- Developing and building links throughout Ofqual at all levels. Liaising with appropriate Government departments and officials to support Ofqual's objectives
- To perform any other reasonable duties as directed by line management

### **Corporate Accountabilities:**

- Act as a role model for Ofqual's values and professional standards.
- Assisting with the delivery of business and corporate plans for your area.
- Contribute to continuous improvement in your own areas of responsibility.
- Being fully aware of and actively complying with Ofqual's policies and procedures relevant to your own responsibilities and to corporate policies and procedures including equality, sustainability and the environment, health and safety and data protection.
- Performing any other reasonable duties as directed by line management.

**This list should not be regarded as exhaustive and the post holder will be expected to deliver other duties relevant and appropriate to this post.**

## PERSON SPECIFICATION

### Experience

Criteria	Essential (E) or Desirable (D)
Experience of supporting a Chief Executive.	E
Experience of complex diary management.	E
Experience of operating confidently at a senior level, within a highly confidential environment, exercising tact, diplomacy and complete discretion.	E
Experience of building and managing contact with senior officials.	E

### Skills and Abilities

Criteria	Essential (E) or Desirable (D)
Excellent interpersonal skills, with the ability to deal effectively with staff at all levels, from operational to Board level, in order to provide an excellent level of customer care.	E
Accurate time management and prioritisation.	E
Excellent communication skills, oral and written.	E
Effective time management skills, including the ability to successfully prioritise workloads, and manage multiple competing priorities.	E
Strong influencing, negotiating, persuasive and relationship building skills.	E
Ability to use appropriate IT applications effectively (including Outlook, SharePoint, Word, PowerPoint and Excel).	E

## Knowledge including qualifications

Criteria	Essential (E) or Desirable (D)
BTEC Level 3 Business Administration or equivalent experience gained whilst working in a similar role	E
Good knowledge of the environment in which Ofqual and its main partners operate.	D

**You will be required to evidence the essential criteria in your application, and if successful, at interview. Additionally you may also be required to complete online tests, exercises, scenarios and/or psychometric testing.**