Personal Assistant

Directorate: Corporate Services

Location: 5 Pancras Square, London N1C 4AG

Job Level: Level 3, Zone 1

Salary: £30,066 - £34,538

Contract Type: Fixed term contract 1 year (maternity cover), full time, 36 hours per week

Alternative flexible working options available/open to discussion

Click [**HERE**](http://camdocs.camden.gov.uk/HPRMWebDrawer/Record/6878930/file/document?inline) for information on Camden’s flexible working options

**The Role**

We have an exciting opportunity for an experienced and professional Personal Assistant to join the Supporting People Directorate within the Business Support Service.

You’ll be a creative thinker who can use your knowledge, judgement and initiative to ensure that Directors’ diaries and inboxes are managed in the most effective and efficient way. Enabling Chief Officers to focus on delivering their strategic objectives you will work closely with other Personal Assistants to ensure that departmental business is monitored and tracked. To succeed, you will need to work closely with Chief Officers, Elected Members and a diverse range of internal and external customers. In ensuring that the highest levels of customer service are maintained, you will represent Chief Officers in a positive and professional manner.

You will also need to work closely with other Personal Assistants and Executive Support Leads in ensuring that professional and accurate meeting support is provided to Cabinet Member and Departmental Management team meetings. This is an exciting, varied and at times challenging role. You’ll need to be flexible and adaptable and have experience of problem solving and prioritising sometimes conflicting business needs.

**About you**

You will have a Personal Assistant background and previous experience of providing quality PA support at a senior management level. You will be experienced at managing the diaries and inboxes of more than one Chief Officer. You will be an individual that can work well as part of a team and thrives well working in an empowered environment. You will have an exceptional eye for detail and need to be able to work using sound judgement and your own initiative to meet deadlines and manage conflicting priorities.

You will be an extremely customer focused individual who has experience of developing good relationships with a range of staff and customers – including elected Members. You will have excellent communication skills and the ability to see things clearly from others’ viewpoints. You will be an experienced problem solver who can work on their own initiative and with others to identify creative and innovative solutions. You will also be adaptable and flexible in your approach to work and have excellent organisational skills that enable you to manage a complex and varied workload.

**About Camden**

Camden’s main offices are located in modern, award-winning offices at King’s Cross. You can expect an exceptional range of benefits including discounted access to the onsite leisure facilities with swimming pool, recognition and reward for high performance with progression and pay increases, flexible and agile working hours and access to a leading pension scheme.

Camden is proud to be the country’s first Timewise council and as part of this accreditation, we work to help parents balance work with childcare. This fits in with our aim to be leaders in innovative, flexible and part-time working that allows for different patterns of care and for parents to share childcare responsibilities.  
  
Click [HERE](https://camdengov.referrals.selectminds.com/togetherwearecamden/info/page1) to see the full details of our excellent benefits  
  
Make it work for you. Make it your Camden.   
  
**Discover and Diversity**   
To “discover” more about Camden and our commitment towards diversity, equality and safeguarding, please visit our [recruitment website](https://camdengov.referrals.selectminds.com/togetherwearecamden/info/page2)

**How to apply**

To apply for this job please follow the "Apply" link. In the ‘Why you?’ section of the application form you will be expected to explain how you meet the key requirements for this role listed in the job profile attached at the bottom of this advert. When explaining how you meet each of the requirements, please give examples that clearly demonstrate your skills, knowledge and experience. When writing your examples give a brief description of the situation or task but focus on the actions you took and the result of your actions. Please note, we do not accept CVs submitted without a fully completed online application form.

Camden is committed to making our recruitment practices barrier-free and as inclusive as possible for everyone. This includes making adjustments or changes for people who have a disability or long-term health condition. If you would like us to do anything differently during the recruitment process, or provide any information in an alternative format, please contact us on 020 7974 6655, at [resourcing@camden.gov.uk](mailto:resourcing@camden.gov.uk), or post to 5 Pancras Square, London N1C 4AG.   
  
Closing dates for applications: 05 July 2019. 23:59

Interviews to be held: w/c 08 July 2019

Please quote reference: 190000GU

To view the Job Profile please click [HERE](http://camdocs.camden.gov.uk/HPRMWebDrawer/Record/7757469/file/document?inline)

Camden welcomes new employees on a monthly basis; next available dates for induction are:15 July 2019, 19 August 2019