



Specific Role Profile

WIDEbanding

This Specific Role Profile sheet covers specific areas of activities that are not included in the Generic Role Profile. It will include responsibilities, knowledge skills & delivery and working arrangements relevant to this role. Please ensure that this is read in conjunction with the given job family role profile for the post.

Corporate Reference:-

ROLE SPECIFIC INFORMATION

Job title:	Secretarial and Award Co-ordinator
Generic Role Profile:	Business Support
Salary Band:	Band C
Specific Role Responsibilities:	<ul style="list-style-type: none"> To perform the role of secretary as outlined in the secretarial role profile To supervise and co-ordinate the team of LPU and Departmental based secretaries ensuring cover is place for cover during periods of absence Review workload of secretaries ensuring service level agreements are being met and to reallocate work as appropriate Take ownership of and allocate ad-hoc requests for service as appropriate across the team. Negotiating with requestors when requirement is outside of service level Review SLA's for relevance and compliance. To ensure standard operating procedures are being followed within the team To ensure knowledge and expertise is shared across the team and that everyone contributes to personal and group development To co-ordinate nominations and relevant panels for Force Awards and honours nominations To co-ordinate invites, room bookings and hospitality for Force Award Ceremonies

ROLE SPECIFIC INFORMATION

Knowledge Skills and Delivery (Additional)	<ul style="list-style-type: none"> Previous experience in a secretarial role Experience of taking and producing minutes Supervisory experience Good interpersonal and communication skills In-depth knowledge of Microsoft Word 50 w.p.m. typing speed would be advantageous
Hours of Work and flexibility:	<ul style="list-style-type: none"> The hours of work are 36.5 hours per week but the post holder may occasionally be required to work outside normal working hours, taking into consideration individual circumstances. There may be a requirement to travel to other Force locations