

**SOUTH WALES FIRE AND RESCUE SERVICE**  
**JOB DESCRIPTION**

<b>Department</b>	Corporate Services
<b>Post</b>	PA to Executive Leadership Team / Senior Leadership Team
<b>Post No</b>	NU178
<b>Grade</b>	8
<b>Location</b>	Fire Service Headquarters
<b>Responsible to</b>	Secretarial Supervisor
<b>Responsible for</b>	N/A
<b>Responsibility for Physical Resources</b>	N/A
<b>Responsibility for Financial Resources</b>	N/A

**MAIN PURPOSE OF THE POST**

To provide a confidential PA/Secretarial service to the Executive Leadership Team and Heads of Service.

**DUTIES AND RESPONSIBILITIES:**

This job description refers to the principal duties and responsibilities of the post. It does not necessarily list in detail all the tasks required to carry out these duties and responsibilities. This job description will be reviewed as and when necessary and at least annually to ensure it meets the Service's business requirements.

**Duties and Responsibilities**

1. To provide a confidential PA and secretarial service to the Chief Fire Officer/CEO, Deputy Chief Officer, members of the Executive Leadership Team (ELT) and Heads of Service (HoS), exercising absolute integrity in respect of confidential matters with tact and diplomacy.
2. To provide secretarial support to members of ELT/HoS in the absence of their PA.
3. Handle confidential and restricted information and have knowledge and understanding of national protective markings and security strategies.

4. To undertake and pass regular National Security Vetting Checks by Welsh Government.
5. To maintain diaries for ELT/HoS to maximise use of available time ensuring that s/he are aware of all pre-arranged day to day commitments, and that appointments are kept.
6. Organise and manage diaries ensuring that time is allowed to deal with regular workflow as well as following contingency time or urgent or unplanned action.
7. Receive, prioritise and action telephone calls, personal enquiries and callers, sometimes of a confidential, sensitive and difficult nature.
8. To provide a reception service for visitors to ELT/HoS, including booking of resources as necessary.
9. To arrange transport and accommodation, prepare travel itineraries and collate documents where appropriate for ELT/HoS and other associated individuals, in preparation for attendance at conferences, meetings and courses.
10. To process incoming mail and determine or undertake appropriate actions.
11. Collate outgoing mail for members of ELT/HoS signature, ensuring that it has been checked and is to an acceptable standard, whilst proof reading correspondence, documents and reports to its final stage from other internal sources.
12. Draft and format documents, correspondence, and replies to correspondence on behalf of ELT/HoS to agreed deadlines.
13. To provide support to ELT/HoS in the preparation of reports and undertake any research as required, including the preparation of Fire Authority reports to the final report stage, presenting results in appropriate format.
14. Maintain ELT/HoS inboxes, actioning where appropriate and ensuring urgent emails are attended to.
15. To organise business meetings, prepare agendas, record and disseminate minutes within strict deadlines, and if required, ensure follow up action is taken. Attend meetings outside of Service area, as required.
16. Plan meetings and record minutes and action sheets between ELT/HoS and trade union representative bodies within strict deadlines, ensuring signed, official records are kept

17. Set up critical incident meetings and briefings at very short notice, record accurate actions ensuring actions are updated constantly as the incident progresses.
19. Organise visits of high profile guests including Lord Lieutenant, High Sherriff and Government Ministers, acting as the point of contact for all Ministerial visits, liaising with the Minister's office and Service staff to ensure a successful outcome.
20. Collate returns to Welsh Government, ensuring all reports and responses are accurate and received in time for deadlines for officers to present to Ministers or at National Assembly.
21. Be aware of all Welsh Government consultations that the Service or Authority may have an interest in, collate responses and ensure consultations are submitted by the deadline.
22. To provide a link between members of ELT/HoS and:
  - Senior managers of the Service
  - Welsh Government
  - MSs, MP's, and Minister for Wales
  - Other Chief Fire Officers/Principal Officers
  - SWFRS personnel
  - Chief Executives, S151 Officers and other senior officers and politicians of South Wales Unitary Authorities
  - Employment Law Consultants
  - Members of the public
23. Transcribe confidential disciplinary transcripts accurately and to strict deadlines.
24. To provide secretarial support and record disciplinary meetings in the absence as required.
25. Having comprehensive knowledge of and utilising technology such as Word, Winscribe, Starleaf and any applications relevant to the role.
26. Coordinate annual programme of SWFRS station and departmental visits undertaken by the Chief Fire Officer/CEO and members of ELT/HoS, producing a Station Visit schedule for the year ahead.
27. Ensure attendance by uniformed officers at local and national ceremonies and events.
28. To arrange the provision of buffets and refreshments as required.
29. To set up and manage any filing and bring forward systems which ELT/HoS require to undertake their work.

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30. To ensure ELT/HoS are kept informed of any issues and urgent matters, whilst in and away from the office.
31. To prepare PowerPoint Presentations as required, researching appropriate images for use, in line with copyright of such images.
32. To maintain the stationery requirements for members of ELT/HoS and the secretariat.
33. To provide support and assistance to other members of staff to assist them in meeting the needs of the Service.
34. To participate in inter-departmental, corporate and external working groups and meetings as directed.
35. To undertake best practice research with other local or public authorities, with regard to business administration and related ICT developments and improvements and to establish best practice networks.
36. To procure goods and uniform and raise relevant requisitions using the financial procurement system, E-Proc, ensuring value for money, best practice and adhering to the All Wales Procurement Framework.
37. Authorise and code appropriately and accurately for audit purposes corporate credit card purchases by officers on the Barclaycard Spend Management System, paying particular attention to correct coding of tax – adhering to fraud / financial code, and recording of receipts.
38. Print and collate confidentiality statements, selection assessment forms, and interview scoring criteria and marking criteria for ELT/HoS panel members undertaking interviews. This to include setting up of interview and test rooms and the timing of any required tests, when requested.
39. Coordinate annual programme for SWFRS internal and external auditors and manage the Internal Audit Programme throughout the year.
40. Manage the annual on call rota for Principal Officers and Area Managers, ensuring availability is maintained at all times, and alert officers to any cover issues.
41. Manage, record and maintain leave records for the Principal Officers.
42. Provide support for ELT/HoS as required ensuring that an appropriate level of cover is maintained for the Senior Management Team during normal office hours (0830 – 1700 hours Monday to Thursday, 0830 – 1630 hours on Friday, including lunch times).

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43. Liaise with workshops, booking vehicles in for services, faults, etc.
44. To adhere to any new or emerging working practices or procedures that may be introduced within the Business Support Unit or the Service generally and to provide constructive feedback on such practices and procedures on a regular basis to the Secretarial Supervisor to ensure that they remain effective, efficient and fit for purpose.

## **STANDARD SERVICE REQUIREMENTS**

- To attend in-house and external training courses as required.
- Any other duties commensurate with the grade and post.
- To co-operate fully with any scheme or pilot scheme that shall be introduced within the department or across the Service.
- To implement the principles of the Service's Equal Opportunities and Diversity Policies and Welsh Language Schemes whilst carrying out the above duties.
- To adhere to Health & Safety Legislation/Relevant Service Policies and Procedures and to take reasonable care for the health and safety of yourself and other persons who may be adversely affected by your acts/omissions.

## **ORGANISATIONAL VALUES**

In performing the above role, all employees of the Service are required to observe and promote the Service's Core Values to be, at all times:

- Professional
- Caring
- Respectful
- Dedicated
- Trustworthy
- Dynamic
- Disciplined
- Resilient

