



JOB DESCRIPTION AND PERSON SPECIFICATION

JOB TITLE: Personal Assistant to the Information Commissioner

RESPONSIBLE TO: Information Commissioner

GRADE: Level D

HOURS: 37 per week

PURPOSE OF POST:

To support the Information Commissioner by effectively organising and preparing him to carry out his day to day activities. This includes diary management and travel booking, writing and preparing briefing papers and documents, liaising with key stakeholders and ensuring that the Commissioner is kept abreast of internal and external developments. The role will also involve the provision of a professional lead to Executive Assistants who support senior managers and Directors.

KEY RESPONSIBILITIES

- To proactively manage and organise diary and travel plans for the Commissioner, organising his time and helping to prioritise, maximising efficiency and value for money.
- To ensure early engagement with relevant stakeholders by the Commissioner following liaison with Directors and senior managers.
- Ensure that the Commissioner is not unnecessarily involved in matters or events that should be delegated or declined, by assisting him to plan and prioritise his workload, taking the lead on this where possible.
- To keep abreast of internal and external activity and events and ensure that the Commissioner is updated on relevant matters.
- To read, annotate and prioritise documents and correspondence for the Commissioner, and brief him on matters arising which are of particular interest or concern.
- To commission briefing notes, or draft them where necessary, following discussions with relevant managers/staff and create speaking materials for the Commissioner.

Knowledge, skills and ability.	<p>Excellent written and verbal communication skills</p> <p>Excellent interpersonal skills and customer care skills</p> <p>The ability to develop an understanding of the legislation regulated by the ICO and identify potentially significant issues</p> <p>Confident negotiation skills</p> <p>Ability to research and keep abreast of internal and external developments</p> <p>Ability to prioritise, meet tight deadlines and make effective decisions without consulting others</p> <p>Ability to lead and motivate others.</p>	<p>Application form/interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Application form and interview</p> <p>Application form and interview</p>