

## **JOB DESCRIPTION**

<b>Job Title:</b>	Departmental Secretary
<b>Reports to:</b>	Divisional Head of Department
<b>Accountable to:</b>	Divisional Head of Department
<b>Job Purpose:</b>	To provide the Head of Department with full secretarial support and to provide administration support to the Department. To work as an integral part of the team and to ensure the smooth running of the Department.
<b>Scope:</b>	The job holder will be providing a range of secretarial/administrative services within the department as well as providing a central point of contact within the Department.

### **Key Responsibilities**

#### **1. Full secretarial support to the Head of Department**

This includes:-

- Plan and organise manager's work schedule to maximise their use of time, allowing adequate time for meetings to ensure that their day runs smoothly and they have achieved all they have planned to.
  - Travel planning and booking accommodation as required,
  - Handle all phone calls and mail, screening as appropriate to ensure manager's time is used efficiently.
  - Ensure that the production of typing, including Board Reports, photocopying and faxing is accurately presented in a professional style and is in line with company procedures.
  - Powerpoint presentations.
  - Arrange meetings and seminars, ensuring as appropriate that participants have all relevant papers in advance.
  - Taking minutes at meetings, transcribe and present back to attendees accurately and in the appropriate format.
2. Manage and maintain an effective filing system, ensuring that filing is completed on a regular basis so all files are kept up to date.
  3. Maintain status information sheets regarding progress of various aspects of the Departments role.
  4. Issue Departmental information as required to the rest of the Group.
  5. Ensure familiarity with Redrow Group's Health, Safety and Environmental policies and comply with employee responsibilities.
  6. At all times comply with company policies, procedures and instructions.
  7. General secretarial duties for the department and support for other Departments as required.
  8. Other administrative duties as reasonably required by the Department Head.
  9. Contribute to improving the business, protecting and enhancing the reputation of the company, by putting forward new ideas and, when requested to do so, implementing change.

**Working Relationships:**

Effective working relationships are an essential part of daily working life. The focus in this role is both:-

Internal:           Colleagues within Operating Division

External:           Develop an awareness and understanding of Head of Department's external contacts in order to efficiently perform key responsibilities of the position.

**These are illustrative duties and the post holder will be expected to become involved in a range of other duties as reasonably required by the head of Department/the team.**