



JOB PROFILE

Post Title:	Private Secretary to the Chief Minister
Portfolio:	Central Support Service
Responsible to:	Chief Minister
Responsible for:	Not applicable
Grade:	Band F

Job Purpose

To improve the lives of all within our community and help the island thrive by providing direct, high quality support to the Chief Minister enabling them to deliver their demanding duties efficiently and effectively.

The Private Secretary will be a source of credible advice for the Chief Minister and will provide an efficient high level administrative and advisory support service. The role requires the ability to multi-task and work to tight deadlines, coordinating and prioritising Ministerial responsibilities. The post holder will be comfortable working at the political interface and will be able to draw on linkages across St Helena Government (SHG).

This is a key role in supporting the delivery of Ministers' vision for the island.

Main Duties and Responsibilities

Support to the Chief Minister

1. Act as the first point of contact on behalf of the Chief Minister, dealing with enquiries and requests from diverse sources and be available and accessible to key staff who support Ministers, to deal with urgent matters requiring immediate decisions.
2. Handle and process highly sensitive information in a responsible manner to include the review and collation of Executive Council Memoranda, information papers and policy discussion papers and to ensure that the Chief Minister has all the relevant information in preparation for the Executive Council meetings. .
3. Proactively manage and co-ordinate the Chief Minister's diary and appointments, ensuring the balance of work time is sufficient giving due consideration to preparation and attendance at meetings. This will include the organisation of overseas travel and liaison with the SHG UK Representative's Office to schedule appointments in the UK.
4. Manage the Chief Minister's correspondence, including emails; bringing to their attention any matters of urgency, preparing draft responses, researching varied topics as required, and ensuring that all correspondence is responded to in a timely and appropriate manner.



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5. Prepare briefings and co-ordinate information from senior officers across Portfolios to support the Chief Minister on a wide range of policy issues.
6. Drive forward the Government agenda, ensuring this is communicated effectively across SHG.
7. Use relationships, judgement and understanding of the wider strategic context to support the Chief Minister in their work and add value to the process and substance of decision-making.
8. Be alert to emerging issues which might impact on the Chief Minister and their ministerial team.
9. Anticipate the needs and support required by the Chief Minister and action as necessary.
10. Develop and maintain organisational and wider Government awareness through attendance at meetings, keeping abreast of SHG publications and maintaining an enquiring mind.
11. Liaise with appropriate bodies to ensure the smooth and efficient running of events and functions that have been initiated by the Chief Minister or to which the Chief Minister has been invited to attend and when required, represent or accompany the Chief Minister at meetings within the Government, at both national and international level.

Legislative Council Matters

12. Co-ordinate further information from Portfolios as required to ensure all relevant information is available for the Ministers in a timely manner, including policy proposals, and draft legislation that will enable the ministry to achieve its objectives.
13. Attend Legislative Council meetings to support the Chief Minister when giving statements or providing responses to questions
14. In association with the relevant Portfolio Director, develop and manage the Chief Minister's briefing notes for Legislative Council and Ministers question time, liaising with officers as required
15. Monitor Legislative Council proceedings to identify and progress commitments made by the Chief Minister, liaising with officers as required

Other meetings

18. Proactively research topics ahead of meetings between the Chief Minister, individuals and organisations
19. Prepare clear and concise briefings and research for meetings



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General Duties

20. Oversee records management for the Chief Minister's private office
21. Undertake other duties within the secretariat function as and when required
22. Work with the ministerial team in designing and implementing changes which will lead to performance improvement.
23. On behalf of the Chief Minister, liaise with and provide information to key stakeholders on matters of local and international significance. This will include working with the Communications Hub to develop Press Releases.
24. Work closely with the Secretary to Executive Council and the Secretary to the Cabinet to ensure that necessary policies etc. are forthcoming in a timely manner as per the Executive Council timelines.

Special Conditions

There are no special conditions associated with this role.

However, for the proper performance of the responsibilities this post will not be limited to normal working hours, the postholder will, in response to the demands of the post, be required to work out of normal working hours.

This job profile is not an exhaustive list of duties and responsibilities. There may be other ad hoc duties that fall within the remit of the role that the job holder may need to complete. In addition, the job holder will be required to carry out any other reasonable duties as requested which are commensurate with the grading and level of responsibility for the role.



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Core Competency Framework

Competency	Level
Professional Development: Not applicable	(i)
Planning & Delivery of Work: Plans and organises work to meet objectives whilst achieving quality and value for money. Identify information needs and ensures delivery to plan in a timely and effective manner. Recognises good and tackles poor performance.	(iii)
Analysis and use of Information: Interprets complex written information. Assesses the validity, relevance and limitations of different sources of evidence and generates a range of options and appraises them based on evidence available.	(iv)
Decision Making: Clarifies highly complex and disparate information to inform decision making, while also facilitating others to take creative decisions and generate solutions to meet organisational needs.	(iv)
Working with Others: Engages effectively with Senior Managers and other stakeholders using a range of communication mechanism and shares and implements good practice with all.	(iii)
Communication: Varies language and content by explaining and using examples to ensure understanding of audience. Highlights key points for summary from detailed and complex documents	(iv)
Influencing and Persuading: Influences the organisations strategy by utilising internal and external resources. Delivers influential advice and briefings. Focuses on outcomes irrespective of the source of the challenge. Sets strategies to support a diverse workforce.	(v)
Dealing with Change: Presents the business need for change and encourages and enables employees to contribute to and focus on the positive aspects of change as well as anticipate any obstacles.	(iv)
Continuous Improvement: Creates an environment where employees and colleagues work to improve the way things are done. Manages own development and performance; identifies own mistakes and takes constructive action when required.	(iv)
Managing Resources: Not applicable	(i)



PERSON SPECIFICATION

Criteria	Essential / Desirable	Application Form	Selection Process
Qualifications:			
A bachelor's degree, ideally in areas like public administration or political science or equivalent qualification or a demonstrable level of experience in this area of work.	E	√	
Valid driver's licence Class A	E	√	
Knowledge & Experience:			
Experience in the preparation of research, written reports, briefs and minute taking	E	√	√
An understanding of the machinery of the St Helena Government including how the senior management structure operates within the Public Service	E		√
Experience in working in senior management positions with some degree of political intelligence/understanding of policy issues facing the island	D		√
Confident in using ICT systems relevant to the role including MS Office.	E		√
Skills and Abilities:			
Seeing the Big Picture: • Ability to be alert to emerging issues and trends • Ability to adopt a Government-wide perspective to ensure alignment of priorities, activity and policy	E	√	√
Leading and Communicating: • Ability to communicate in a succinct, engaging manner both written and verbally and be able to hold your position if required • Ability to take opportunities to regularly communicate and interact with colleagues, helping to clarify goals and outcomes that link between the overall Government priorities • High level leadership skills	E		√



PERSON SPECIFICATION

Criteria	Essential / Desirable	Application Form	Selection Process
Collaborating and Partnering: - Actively build and maintain a network of colleagues and contacts to achieve progress on outcomes, objectives and deliverables - Encourage collaborative team working across the Government - Ability to interact with key stakeholders in the course of duties which include Portfolios, Private sector, FCDO, relevant NGO's	E		v
Delivering at Pace: - Ability to take responsibility for delivering expected outcomes on time and in accordance with the Departments standards - Ability to ensure priorities and workload is managed to deliver within a fast-paced working environment	E		v
Commitment, resilience and confidentiality: - Ability to handle sensitive policy issues and to maintain confidentiality - Excellent interpersonal skills, including tact and diplomacy - Motivated, confident and able to remain calm under pressure	E		v
Other:			
Willingness to work flexibly – some evening or weekend work may be required.	E		v
Committed to safeguarding and promoting the welfare of children, young people and vulnerable adults.	E		v
Contribute to a positive working environment ensuring commitment to equality and diversity.	E		v

Our Values

FAIRNESS

We act as role models and have fair and consistent standards. We champion equality, inclusion and respect.

INTEGRITY

We communicate openly and we are honest, accountable and ethical.



PERSON SPECIFICATION

TEAMWORK

We work together and we support each other.

Professional or Career Progression Cadre Competency Framework

Not applicable.