



JOB PROFILE

Post Title:	Legislative Council Office Assistant
Portfolio:	Central Support Service
Responsible to:	Legislative Office Team Leader/Clerk of Councils
Responsible for:	No direct reports
Grade:	Band C

Job Purpose

To improve the lives of all within our community and help the island thrive by providing the Speaker, Deputy Speaker and Members of the Legislative Council with secretarial, research and administrative support.

Main Duties and Responsibilities

1. Provide secretarial and administrative support to elected Members of the Legislative Council, maintain and co-ordinate the diaries and weekly programmes for the non-ExCo Legislative Council members who are members of the Public Accounts Committee and/or a Select Committee. This will include arranging meetings and appointments and will include the need to ensure an appropriate venue and use of equipment is arranged/available when required.
2. Arrange agenda and documentation distribution for Public Accounts or Select Committee meetings and ensure a suitable venue and any necessary equipment is available.
3. Liaise with Portfolio Assistants for information required for Scrutiny Committees appointed by Order by the Governor for the purposes of scrutiny of sectors of Government activity as and when required.
4. Attend meetings as required in relation to point 2 above and prepare minutes, maintaining a Tracker document and ensuring that follow-up action is taken when such is required; and, assist the Committees in drafting reports to be laid at meetings of the Legislative Council as may be required by the Chairperson following consultation with the Legislative Office Team Leader/Clerk of Councils.
5. Ensure documentation required by Members of the Legislative Council is collated when required for meetings outside of the Legislative Council office.
6. Arrange public constituency/consultation/information meetings when required and provide secretarial support in arranging meetings as well as attending the meetings (this will involve working outside of the normal working hours when weekend/evening meetings are scheduled).
7. Draft and arrange for issue of press releases/statements on behalf of the Public Accounts or Select Committees through various media channels, ensuring Members have sought legal advice on any sensitive/controversial matters as may be necessary.



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8. Involved in the development of Minsters Question time
9. Make overseas official travel arrangements for Legislative Councillors as and when required through Diversity Travel.
10. Be first point of call in the Legislative Council office to receive and address public/business enquiries both locally and internationally (by telephone, in writing and in person) on behalf of the Members of the Legislative Council.
11. Draft/finalise and despatch correspondence related to Public Accounts and Select Committee business for and on behalf of the Chairmen and Members, as well as correspondence for Constituency related matters.
12. Responsible for safekeeping of official information issued/received by the Members of the Legislative Council in accordance with Corporate/Directorate Information and Records Management policies
13. Initiate and undertake research work on behalf of Members of the Legislative Council using current and archived files and databases, reports, including the internet, and then assemble and submit the required information and data in a coherent fashion to them.
14. Attend regular meetings with Head of Administration Support Service and Legislative Office Team Leader/Clerk of Councils to discuss work plans/forward planning of Council business
15. Assist the Legislative Office Team Leader/Clerk of Councils with preparations for formal Legislative Council meetings and follow-up work
16. Responsible for minute taking at other meetings convened by the Legislative Councillors
17. Make recommendations for improvements in relation to administrative systems and processes.
18. Ensure service users timely responses to their telephone and email enquiries and processing all associated paperwork in a timely manner.
19. Take responsibility for own development and helps others acquire skills and experience.
20. Deputise for the Legislative Office Team Leader/Clerk of Councils as and when required.

Special Conditions

Out-of-hours working in order to support service delivery will be required.

This is a new role and it will develop as the service develops; that will require the ability to be flexible and adaptable and able to work in uncertain or ambiguous conditions as the role develops.



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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.

Core Competency Framework

Competency	Level
Professional Development: N/A	i
Planning & Delivery of Work: Manages own work activities so that work is delivered in an efficient and productive way. Ensures quality or service standards required are maintained. Ask questions to clarify expectations when necessary. Keeps relevant parties informed on the progress of a plan or programme.	ii
Analysis and use of Information: Is able to identify when information received is relevant to and should be used in completing an activity. Follows guidelines for identifying problems. Gathers and summarises data when required.	ii
Decision Making: Gathers information from appropriate sources to make routine decisions. Solves problems that have implications for others in own team.	ii
Working with Others: Offers support to colleagues without being asked. Asks for support from colleagues when necessary. Builds good relationships with a range of people. Engages effectively with others in order to understand their requirements and develop appropriate solutions/improvements. Raises difficult issues with others in order to resolve them.	ii
Communication: Can write clearly without spelling or grammatical errors. Uses jargon free language. Is able to record factual information accurately.	ii
Influencing and Persuading: Is receptive to constructive feedback. Expresses a difference of opinion in an appropriately controlled and constructive manner. Supports team members working on the same or related work activities. Seeks clarification to ensure requests are understood.	ii
Dealing with Change: Sees change as an opportunity. Supports colleagues in understanding change. Participates readily in change initiatives. Assists others to accommodate change.	ii



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Focuses on benefits to self and/or others.	
Continuous Improvement: Makes business and efficiency improvements through use of appropriate systems and tools. Able to coach and develop individuals. Shares knowledge and experience with others. Manages own development and performance. Learns lessons from both successes and failures.	ii
Managing Resources: Promotes and enforces appropriate business rules. Deals with varied situations with limited guidance.	ii



PERSON SPECIFICATION

Criteria	Essential / Desirable	Application Form	Selection Process
Qualifications:			
A Level 2 or above qualification in a relevant subject – such as English, ICT, Business Administration etc. or equivalent level of demonstrable attainment or experience	E	√	
Recognised qualification in ICT e.g. ECDL	D	√	
Knowledge & Experience:			
Understanding of St Helena Legislative Council Standing Orders, especially the role of Select Committees/Public Accounts Committee	E	√	√
Awareness of provisions of the Constitution of St Helena	E	√	√
Experience of making recommendations for improvements in relation to systems and administrative processes	E	√	√
An understanding of how to handle, resolve and escalate enquiries and pass on information promptly	E		√
Experience of working independently and as part of a team	E	√	√
Experience of using information to develop solutions and solve problems	E	√	√
Experience of minute taking	E	√	
Skills and Abilities:			
Proven and effective administrative skills.	E	√	√
Understands the need for confidentiality	E		√
Good written and verbal communication skills	E	√	√
Confident in using ICT systems relevant to role, including Management Information Systems and MS Office	E		√
Able to work on own initiative without constant supervision	E		√
Excellent interpersonal skills, able to communicate effectively and professionally and remain calm and polite under pressure	E		√
Demonstrates attention to detail and works methodically, responding to changes to meet deadlines	E		√
Able to help others acquire skills and experience	E		√
Other:			



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Willingness to work flexibly – some evening or weekend work may be required	E		√
Committed to safeguarding and promoting the welfare of children, young people and vulnerable adults	E		√
Contribute to a positive working environment ensuring commitment to equality and diversity	E		√

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.

TEAMWORK

We work together and we support each other.

Professional or Career Progression Cadre Competency Framework

Add in here a Professional or Career Progression Cadre competency framework or reference an Appendix A and append details.