

Job Description

Service:	Planning, Infrastructure and Public Protection
Job title:	PA to Head of planning, Infrastructure and Public Protection
Grade:	Grade D
Hours of work:	37
Responsible to:	Head of Planning, Infrastructure & Public Protection
Responsible for	
Direct reports:	0
Indirect reports:	0
Budget:	N/A

Purpose of Post:

The postholder will act as a central point for managing and coordinating incoming work from multiple sources, ensuring requests are prioritised, tracked and delivered in a timely and consistent way.

The role is primarily focused on enabling senior leaders to operate efficiently by providing proactive diary and inbox management, oversight of tasks and commitments, and coordination of key activities and communication.

The postholder will support the smooth running of leadership activity, helping to ensure that deadlines are met, actions are followed through, and service priorities are progressed.

While the role will contribute to wider programmes of work (including LGR where appropriate), its primary focus is business support, coordination and executive effectiveness, rather than leading programme delivery.

Key Deliverables:

- Provide proactive executive support to senior leaders within Planning and Public Protection, including complex diary management, inbox oversight, prioritisation of communications, and coordination of day-to-day business.
- Act as a central coordination hub for all inbound work, ensuring requests, actions and priorities are logged, tracked, allocated and progressed.
- Ensure senior leaders are fully prepared and briefed for meetings, commitments and key activities.
- Organise and support meetings, including agenda setting, documentation, minute taking and robust follow-up of actions.
- Maintain oversight of actions, deadlines and commitments, ensuring timely delivery and appropriate escalation where required.
- Coordinate communication between senior leaders, internal teams, Members and external stakeholders, ensuring clarity and consistency.
- Prepare high-quality reports, briefings, presentations and correspondence, including sensitive or complex material.
- Support the effective organisation of workload across leadership, identifying pressure points, risks and competing priorities.
- Assist with monitoring of key service priorities and activities, ensuring visibility and progress against deadlines.
- Provide administrative and financial support (e.g. purchase orders, tracking spend) where required.
- Maintain accurate records and structured systems for tracking work, decisions and documentation.
- Identify opportunities to improve processes, coordination and ways of working, particularly relating to workflow and task management.
- Provide flexible business support across the wider directorate as required.
- Contribute to broader programmes (e.g. transformation or LGR activity) in a coordination/support capacity, ensuring no duplication with programme-specific roles.

	Essential (E) or Desirable (D)	Method of assessment
Knowledge and Qualifications		
5 GCSEs including English and Maths (or equivalent)	Essential	Application
A Levels, NVQ Level 4 or equivalent experience	Essential	Application
Qualification in business administration, project management or related area	Desirable	Application
Experience		
Experience in a senior administrative or planning support role	Essential	Application / Interview
Experience supporting senior managers or leadership teams	Essential	Application / Interview
Experience coordinating meetings, reports and competing priorities	Essential	Application / Interview
Experience handling confidential or sensitive information	Essential	Interview
Experience supporting projects, transformation or change programmes (e.g. LGR or similar)	Desirable	Application / Interview



Experience working in local government or a planning/regulatory environment	Desirable	Application
Skills and Abilities		
Excellent organisational skills and ability to manage competing priorities	Essential	Interview
Strong written and verbal communication skills, including report writing and minute taking	Essential	Interview / Assessment
Strong IT skills including Microsoft Office (Outlook, Word, Excel, PowerPoint)	Essential	Application
Ability to analyse information and present it clearly to support decision-making	Essential	Interview
High level of accuracy and attention to detail	Essential	Interview
Ability to build relationships with a wide range of stakeholders	Essential	Interview
Ability to work independently using initiative and as part of a team	Essential	Interview
Problem-solving and proactive mindset	Essential	Interview



Ability to support programme or project coordination (including tracking actions and milestones)	Desirable	Interview
Decision Making and Impact on Others What impact the decisions made by the post holder would have on others across the Council	Supports effective decision-making by ensuring senior leaders are well-prepared, informed and organised. Decisions made within the role impact the efficiency and effectiveness of the Planning, Infrastructure & Public Protection leadership team. The postholder contributes to service delivery through prioritisation, coordination and continuous improvement, particularly in supporting preparation for LGR and other transformation activities.	
Communication with Internal and External Customers What customers the applicant would be in contact with in the job	Regular contact with senior officers, service managers and teams across Planning, Infrastructure and Public Protection Engagement with elected Members and internal governance structures Liaison with external stakeholders including partners, agencies and developers Internal customer contact: 70% External customer contact: 30% Acts as a professional and trusted point of contact, ensuring clear, timely and effective communication.	
Personal Attributes and Other Requirements In this section please list any other qualities you are looking for from the applicant	• Professional, confidential and trustworthy • Highly organised and resilient in a fast-paced environment • Adaptable and flexible, particularly during periods of change such as LGR • Proactive and solutions-focused • Strong team player with the ability to build positive working relationships	



	• Committed to continuous improvement and high-quality service delivery
HDC values 	The values outlined below reflect our collective positive attitude and how all staff are expected to work together as one team. Inspiring: We have genuine pride and passion for public service; doing the best we can for customers. Collaborative: We achieve much more by working together, and this allows us to provide the best service for customers. Accountable: We take personal responsibility for our work and our decisions, and we deliver on our commitments to customers. Respectful: We respect people's differences and are considerate to their needs. Enterprising: We use drive and energy to challenge the norm and adapt to changing circumstances. We are always ready for challenges and opportunities, and we embrace them.



Safeguarding and promoting the welfare of children and young people/vulnerable adults

Huntingdonshire District Council is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.

- Ability to safeguard and promote the welfare of children and young people/vulnerable adults
- Demonstrates understanding of safeguarding issues
- Appreciates the significance of safeguarding and interprets this accurately for all individual children and young people/vulnerable adults whatever their life circumstances.
- Has a good understanding of the Safeguarding agenda
- Can demonstrate an ability to contribute towards a safe environment
- Is up-to-date with legislation and current events
- Can demonstrate how s/he has promoted 'best practice'
- Shows a personal commitment to safeguarding children