

**Job Title:** MSO to Opposition County Councillors

**Location:** County Offices Lincoln

**Job Type:** Full-Time

**Reports To:** Democratic Services

**Job Summary:** The MSO Personal Assistant/Secretary will provide comprehensive administrative support to Opposition County Councillors, ensuring the smooth and efficient operation of their daily activities. This role requires a highly organized, proactive, and professional individual with excellent communication skills.

**Key Responsibilities:**

- **Administrative Support:** Manage calendars, schedule meetings, and coordinate appointments for Opposition Councillors. Prepare and distribute agendas, minutes, and other relevant documents, supporting regular Group Leaders meetings and minute taking.
- **Communication:** Handle incoming and outgoing correspondence, including emails, letters, and phone calls. Draft and proofread documents, reports, and presentations.
- **Event Coordination:** Assist in planning and organizing events, public meetings, and community engagements. Liaise with stakeholders, vendors, and the public as needed.
- **Research and Reporting:** Conduct research on various topics as requested by Opposition Councillors. Compile and present information in a clear and concise manner.
- **Record Keeping:** Maintain accurate and up-to-date records, files, and databases. Ensure confidentiality and security of sensitive information.
- **Travel Arrangements:** Arrange travel itineraries, accommodations, and transportation for Opposition Councillors.
- **Office Management:** Order office supplies, manage inventory, and ensure the office environment is well-maintained and organized.
- **Other Duties:** Perform other administrative tasks within the Business Support Team as required.

**Qualifications:**

- **Experience:** Proven experience as a personal assistant, secretary, or in a similar administrative role. Experience in a government or public sector environment is an advantage.
- **Skills:**
  - Excellent organizational and time-management skills.
  - Strong written and verbal communication skills.
  - Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
  - Ability to work independently and as part of a team.
  - Discretion and confidentiality.
  - Attention to detail and accuracy.

**Personal Attributes:**

- Professional and approachable demeanour.
- Proactive and able to anticipate needs.
- Adaptable and able to handle multiple tasks simultaneously.
- Strong interpersonal skills and the ability to build positive relationships.

**Working Conditions:**

- Office-based with occasional travel for meetings and events.