



Irish Nurses and Midwives Organisation
Working Together

Job Description

Job Title:	Secretary to Executive Council - Assistant to General Secretary's PA
Grade:	Clerical Officer Grade VI
Reporting to:	General Secretary's PA
Accountable to:	General Secretary
Date:	August 2018

The duties of the role will include:

- 1. Secretary to the Executive Council:**
 - Attendance at all Executive Council meetings.
 - Administration and organisation of all work associated with the Executive Council including minutes, meetings, documentation, accommodation and travel arrangements.
- 2. Assist with Annual Delegate Conference**
 - Assist with the preparatory work, in conjunction with the ADC team, in preparing for Annual Conference. This will include all documentary work calling for branch/section motions and Executive Council minutes.
- 3. Assist the General Secretary's Personal Assistant**

This includes:

 - covering the General Secretary's office in the absence of the General Secretary's Personal Assistant;

- assisting in the general day to day activities of the General Secretary's office; and
- any other duties which may be assigned by the General Secretary.

Essential skills required for this position are:

- proficiency in minute taking and production of minutes thereafter;
- ability to maintain confidentiality at all times - this is an essential requirement as you will be in the General Secretary's office;
- ability to act on one's own initiative;
- a polite, assertive and professional approach with the ability to work in busy environment;
- excellent communication and interpersonal skills, both internally, externally and with staff and members;
- proficiency in MS Office applications i.e. Word, Excel, Outlook, PowerPoint;
- excellent/accurate typing skills - audio typing of minutes, general correspondence, reports, submissions, ballots, newsletters etc.

Other Duties include:

- assist/support the General Secretary's PA as and when required;
- maintaining a detailed record of all correspondence, telephone calls, and other contacts and action taken. A timely response is required for all communications;
- maintain an accurate and efficient filing system (hard and soft copies) including archiving of old/closed files;
- such other duties as may be determined by the General Secretary.