

Job Description

Senior Secretary

The Office of: Sarah Champion MP - Rotherham
Employee Name: [REDACTED]
Job Title: Senior Secretary
Salary Band: £21,951 - £30,874
Location: Outside London

Key responsibilities

- Efficient data and file management to comply with Data Protection
- Ensure enquiries are dealt with sensitively and confidentially
- Maintain up-to-date knowledge of relevant legislation
- Manage and monitor incoming calls and enquiries
- Manage budgets as required
- Manage Member's diary commitments with overall control of constituency commitments
- Provide secretarial support to special interest groups as required
- Supervise staff as required

MP Signature: MP Print: Date:

Employee Signature: Employee Print: Date: