

Job Description

Job Title: GCP Administration Manager
Job number: CCC0102
Grade: AJF Level 3 (Scale 6-Scale SO2)

Overall purpose of the job

The purpose of the role is to lead and provide an expert business administration function, meeting service and corporate objectives, in order to relieve senior managers of day to day and non-specialist tasks, supporting them and their team to carry out their roles effectively. Additionally, to maintain and improve the running of effective customer focused administrative processes, ensuring that services are delivered to a high standard.

Main accountabilities

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1.	Management Support <ul style="list-style-type: none">• To provide accurate, timely and effective support to the manager, including diary management and email monitoring as required, in accordance with their requirements and working style, anticipating needs and acting as first point of contact for enquiries.• To action, prioritise and monitor the workload and deal with as appropriate, in the absence of the manager.• Responsible for the effective & efficient operation of the administration service.• Monitor and evaluate Council policies, processes and services. Evaluate management information to develop recommendations for action and highlight areas of concern.• Assist in the development of strategies for the section and the service or business plans. Actively supporting the implementation of projects and change programmes.• Undertake relevant projects as requested by line manager.• Take accountability for decisions where the consequence of error is significant.• Advise and inform others on matters relating to own job, section or directorate.
2.	Office Support <ul style="list-style-type: none">• Identify and make recommendation for organisation actions required as a result of interpreting new legislation and service requirements. Ensure appropriate actions are taken.• Manage and monitor the operation of the service, through the development of policies, procedures, controls, and guidance, ensuring compliance with legislation and corporate standards.• Advise on specialist area and complex issues relating to service and area of expertise.• Manage the organisation, co-ordination and delivery of facility and service management.• Promote the role/function of the section internally and externally.• Undertake general clerical & administrative tasks and support the team and service, as required.

3.	<p>Financial Support</p> <ul style="list-style-type: none"> • Manage and monitor budgets, ensuring that expenditures are authorised. • Interrogate the County Council financial systems and make recommendations for appropriate action, ensuring any discrepancies in expenditure or likely budget overspends are highlighted and resolved. • Ensure that employees comply with County Council financial processes and systems. • Ensure that customers are invoiced in accordance with County Council policies and procedures.
4.	<p>Supervision & Development of Others</p> <ul style="list-style-type: none"> • Manage and supervise employees, ensuring proper recruitment, selection, induction, learning and development. • Manage and monitor the work of other staff, ensuring work is completed to timescales and requirements and properly planned and prioritised. Where appropriate ensuring that the service is appropriately staffed to service needs. • Establish goals and targets for employees and monitor employee's progress, performance and delivery, ensuring that all issues of performance are addressed in accordance with Council policies and procedures.
5.	<p>Health & Safety</p> <ul style="list-style-type: none"> • Take responsibility for Health and Safety issues in section or department and ensure the provision and maintenance of a healthy and safe working environment – monitoring and reviewing systems and processes. • Identify and act upon any Health and Safety issues to reduce the risk to self and others.
6.	<p>Role Specific</p> <ul style="list-style-type: none"> • Understand the core business of the office/directorate and contribute to its development. • Use specialist knowledge to provide advice on complex matters relating to own job or that of office / directorate. • Undertake other tasks and responsibilities as required in the delivery of Council services.

Person Specification

Qualifications, knowledge, skills and experience

Minimum level of qualifications required for this job -

Qualifications Required	
<ul style="list-style-type: none"> • Educated to degree level, NVQ4 or equivalent standard • IT Qualified to CLAIT/IBT2/RSA/ECDL 	Essential
<ul style="list-style-type: none"> • NVQ Internal Verifier • Diploma in Management • PRINCE 2 	Desirable

Minimum levels of knowledge, experience and skills required for this job -

Knowledge and experience	
<ul style="list-style-type: none"> • Extensive office administrative experience • Extensive people management experience • Understanding of budget management • Full understanding of legislative framework of job specific work area • Experience of policy development • Fully IT proficient, including Windows, Office, and specialist packages 	Essential
<ul style="list-style-type: none"> • Knowledge of Council policies & procedures • Experience of local authority working • Has portfolio of achievements • Demonstrable experience of Project Management 	Desirable
Skills	
<ul style="list-style-type: none"> • Ability to interpret and explain complex issues • Ability to take hard decisions when necessary • Adaptable and creative approach to problem solving • Pro-active approach to change management • Highly developed IT skills • Approachable and adaptable • Able to prioritise workload and complete in timely manner • Commitment to continuous service development 	Essential
<ul style="list-style-type: none"> • Strives for excellence • Ability to grasp, assimilate and apply information and concepts quickly • Ability to challenge others sensitively 	Desirable
Behaviours	
<ul style="list-style-type: none"> • Working together • Respect for others and public resources • Excellence • Integrity 	

Disclosure level

What disclosure level is required for this post?	None	Standard
	Enhanced	Enhanced with barred list checks

Work type

What work type does this role fit into?	Fixed	Flexible	Field	Home
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