

Job Description

Job Title: Connect to Work Administrator
 POSCODE CCC0100
 Grade: AJF Level 1 (Scale 2-4)

Overall purpose of the job

To provide administrative, secretarial and financial support to the team and office. To enable the Council to deliver a customer focussed service more effectively and efficiently.

Main accountabilities

Please list the accountabilities in descending order of priority. Please include 6-9 accountabilities.

Main accountabilities	
1.	Office Support <ul style="list-style-type: none"> • Ensure an accurate, confidential and effective service by maintaining up-to-date filing systems (paper and electronic), and security of information in accordance with the policies and procedures of the County Council and relevant legislation • Deliver an efficient and customer focussed service, by processing and responding to incoming communication (post, telephone, fax, intranet and internet), taking messages, copying and distributing information as necessary • Assist in the delivery and development of service, using information systems to generate reports, documents, letters and memo's • Assist in maintaining supplies to facilitate the smooth running of the office • Undertake general clerical and administrative tasks to support the service as required
2.	Financial Support <ul style="list-style-type: none"> • Assist in the financial management of the team - coding, monitoring expenditure, checking and running of reports. • Ensure managers/budget holders are updated on status of finances and alerted of any discrepancies • Administer other payments and transactions (e.g. provide stamps and warrants) and ensure safe keeping of monies
3.	Management Support <ul style="list-style-type: none"> • Co-ordinate diary management to ensure meetings are arranged and information recorded and distributed. • Maintain the Council's/teams information systems and ensure accuracy of data • Design and deliver documents and presentations • Support the induction, supervision and learning of others as required • Contribute to the management and development of the service
4.	Health & Safety <ul style="list-style-type: none"> • Take action to reduce the risk to self and others • Contribute to maintenance of a health and safe working environment.
5.	Role Specific <ul style="list-style-type: none"> • Ensure understanding of core business of the Section/Office. • Undertake other tasks and responsibilities as required to assist the delivery of Council services

Person Specification

Qualifications, knowledge, skills and experience

Minimum level of qualifications required for this job

Qualifications Required	
General Education to GCSE standard with an A-C grade in English & Maths or equivalent standard	Essential
<ul style="list-style-type: none"> • NVQ level 2 • ECDL • GNVQ 	Desirable

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

Knowledge and experience	
<ul style="list-style-type: none"> • Working understanding of Windows & Microsoft packages (including: Word, Excel, E-mail, Power Point, Internet) • Understanding of requirement for confidentiality 	Essential
<ul style="list-style-type: none"> • Knowledge of office systems/procedures • Knowledge of Council policies & procedures • Experience of local authority working 	Desirable
Skills	
<ul style="list-style-type: none"> • Numerate and literate • Able to communicate effectively with others • Able to utilise IT systems to deliver services • Able to work flexibly to meet demands of service • Able to work with others to deliver service • Confident telephone manner 	Essential
<ul style="list-style-type: none"> • Able to take comprehensive minutes of meetings • Able to work on own initiative • Commitment to continuous service development • Committed to ongoing personal and role development 	Desirable
Behaviours	
<ul style="list-style-type: none"> • Working with others • Respect for others and public resources • Excellence • Integrity 	

Disclosure level

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

Work type

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