



**North  
Northamptonshire  
Council**

## **Job Description and Person Specification**

### **Job details**

Job title: Public Health Administrator – Health, Safety and Wellbeing

NNC Pay Band: 2 (£27,254 – £27,694)

Reports to: Senior Administrator

Directorate and Service area: Public Health

### **Purpose of the job**

To provide a high level of flexible administrative support to the Business Support and Health, Safety and Wellbeing teams, supporting the Business Manager and Health, Safety and Wellbeing Lead to ensure the efficient running of the service.

### **Principal responsibilities**

1. Assisting in the development and maintenance of business processes to support management and ensuring the efficient running of the Business Support and Health, Safety and Wellbeing teams.
2. Preparing Health, Safety and Wellbeing communications with input from the HSW team.
3. Assisting the team with the preparation of reports, including processing and presenting data.
4. Maintaining information technology and office systems to ensure effective services including Microsoft 365 applications, SharePoint, ERP Gold and health and safety software etc.
5. Arranging all aspects of internal, inter-agency and inter-departmental meetings, including note taking/minuting in some cases.
6. Providing an efficient and confidential support service to senior managers, including diary management responsibilities.
7. Being first point of contact for any internal/external telephone or email queries that will require escalating to more senior members of the team.
8. On instruction, raising purchase orders, invoices and journals for the team via ERP Gold.

9. Initiating and building good working relationships with colleagues and other professionals to deliver the service required.

### **General responsibilities applicable to all jobs**

1. Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
2. Comply with the Council's policies and procedures including (but not limited to) safeguarding, financial regulations, promotion of equalities, customer care, agreed audit actions and health and safety (ensuring that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons).
3. Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.



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## Person Specification

Attributes	Essential criteria	Desirable criteria
Education, Qualifications and Training	<p>Able to demonstrate a good level of general education equivalent to GCSE standard in English and Maths grade A-C</p> <p>NVQ Level 2 or equivalent in a relevant subject or experience in administrator work</p>	<p>NVQ Level 3 in a relevant subject</p> <p>Knowledge of SharePoint/Outlook</p>
Experience and Knowledge	<p>Experience of working in a busy office-based role.</p> <p>Demonstrate experience in using Microsoft 365 applications, particularly SharePoint and MS Forms</p> <p>Demonstrate experience of arranging, supporting and minuting meetings to a high standard.</p> <p>Experience of diary management.</p>	<p>Experience in maintaining health and safety software</p>

Attributes	Essential criteria	Desirable criteria
Ability and Skills	<p>Demonstrate exceptional organisational skills</p> <p>Proficient in the use of IT and performing digital tasks</p> <p>Accuracy and attention to detail.</p> <p>Ability to demonstrate a flexible and creative approach to problem solving</p> <p>Demonstrate excellent communication skills, both written and verbal.</p> <p>Able to work independently and as an effective team member with minimum supervision.</p> <p>Appropriate level of data protection security and confidentiality awareness</p> <p>Able to prioritise own workload and cope well under pressure to meet deadlines.</p>	
Equal Opportunities	<p>Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs.</p>	

Attributes	Essential criteria	Desirable criteria
Additional Factors	Able to demonstrate a clear understanding and commitment to health and Safety and a willingness to undertake training to enable implementation of procedures.	