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| hal_blk | JOB DESCRIPTION |

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| Job Title: | Administration Officer |
| Post Ref No: |  |
| Directorate: | Resources |
| Division: | Administration Shared Service |
| Grade: | HBC3 |
| Responsible to: | Senior Administration Officer |
| Responsible for: | N/A |

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| **MAIN PURPOSE OF THE JOB:** |
| **To provide administrative support to clients of the administration shared service** |

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| **KEY DUTIES AND RESPONSIBILITIES:** |
| 1. Responsible for data entry onto service specific IT systems 2. Provision of administrative support to customers of the shared service when preparing for audits and inspections 3. Creation and assistance in the maintenance of manual and computerised filing systems to enable up to date and accurate information to be retained and retrieved 4. Assistance in the administration of financial transactions including placing orders, goods receipting and dealing with enquiries 5. Responsible for the efficient organisation of internal, external and multi-agency meetings including arranging meetings, preparing and sending out agendas, booking rooms, attending and taking minutes of meetings, distributing minutes and following up on actions as appropriate 6. Respond to with service specific enquiries, assess the urgency of enquiries and handle appropriately 7. Provision of a word processing service including typing letters, short reports, presentations, client notes etc 8. Responsible for updating and monitoring Council’s Record of employee lone working 9. Provision of general administrative support as and when required including filing and photocopying |

Note: Undertake any other duties and responsibilities as may be assigned from time to time, which are commensurate with the grade of the job.

This job description is not intended to be either prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility.

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| Prepared by: | Simon Riley |
| Job Title: | Operational Director, ICT & Administrative Services |
| Date: | 21.12.2009 |
| Date for Review: |  |