**SEFTON MBC Localities**

Job description Administration Assistant

**Grade:**  Grade D

**Location:** Southport Town Hall / Agile

**Post No:** tbc

**Job Evaluation Number: A1749**

**Responsible To: Business Support Coordinator**

**Responsible For:** No staff

**JOB PURPOSE**

To provide cross service administrative function, as directed, working co-operatively as part of a team in order to provide general administrative support for the Community Safety and Engagement Team

Contribute to the general development and delivery of the service.

**MAIN DUTIES**

1. Undertake appropriate administrative, clerical, and financial procedures, to include use of Agresso and I Want Finance.
2. Input and maintain record keeping within the relevant council information management systems /filing systems and databases.
3. Ensure all record keeping complies with data protection principles and requirements.
4. Coordinate diary and meeting arrangements, room bookings, minute taking and preparation of materials to support a meeting or event.
5. Act as a point of contact for the service including general telephone enquiries and reception duties in a professional and welcoming manner redirecting enquiries of a more complex nature to the appropriate officers, professionals and partners.
6. Assist in the production, analysis and monitoring of information on performance indicators and other relevant measures, as required.
7. Engage within the development of the service and Continuing Professional Development through PDR, team training, service meetings and council events.

8. Ensure that client information data is lawfully gathered, accurate, up to date and only divulged in accordance with data protection principles and the local government common law duty of confidentiality. Failure to apply these duties can lead to the individual or the Department facing legal court proceedings.

**SPECIAL CONDITIONS**

1. The post holder may be required to provide administrative support between locality offices and delivery points depending on the needs of the service.
2. Since confidential information is involved with the duties of this post, the post holder will be required to exercise discretion at all times and to observe relevant codes of practice and legislation in relation to data protection and personal information.
3. Undertake, and participate in training, coaching and development activities, as appropriate

**GENERAL:**

The nature of the post will require flexibility to meet administrative needs as they arise. The job description is therefore not intended to be exhaustive The post holder will be expected to undertake duties which may be varied subject to the needs of the service and in keeping with the general profile of the post and grade .

Comply with individual legal responsibilities for health and safety in the workplace including taking action to reduce the risk to self and others and contributing to the maintenance of a healthy and safe working environment

The Authority has an approved equality policy in employment and copies are freely available to all employees. The post holder will be expected to comply, observe and promote the equality policies of the Council.

**Note:** Where the post holder is disabled, every reasonable effort will be made to support all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job

Date: April 2018

Designation: Service Manager Localities.

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A computer screen shot of a diagram

Description automatically generated

**Person specification: Administration Assistant**

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| **Personal Attributes Required** | **Essential (E) o**r **Desirable (D)** | **Method of Assessment** |
| **Qualifications**  Literate and numerate  Computer qualification e.g. ECDL, CLAIT | E  D | AF I  AF |
| **Experience**  Experience of using IT systems to maintain accurate records and management of data | E | AF I |
| **Knowledge / Skills / Abilities**  Excellent interpersonal skills to communicate effectively with the wider community and external partners.  An ability to develop a good working relationship with colleagues and partners to deliver a co-ordinated response  A good working knowledge of the activities provided within the Community Safety and Engagement Team.  Ability to develop working knowledge of systems and practice within an area of Locality service delivery e.g. EHM, ICS, Hub, Child View, Capita  Customer Service commitment to ‘Making Every Contact Count’ approach  Knowledge of information management and governance protocols including General Data Protection Regulation  An understanding safeguarding procedures | E  E  E  E  D  E  D | AF I  AF I  AF I  AF I  AF I  AF I  AF I |

**AF = Application Form**

**I = Interview**