|  |  |
| --- | --- |
| **Administration officer****SALARY GRADE: hbc3** | Halton Borough Council resourcing@halton.gov.uk |
| Working at Halton |
| All our colleagues at Halton have made a positive commitment to delivering great outcomes for our communities. Whoever joins us will share that passion for outstanding service, and strongly align with the values which define our workplace culture: * Working Together – building fantastic relationships with colleagues and customers
* Continuous Improvement – keeping great service delivery at the heart of everything we do
* Personal Growth – learning, growing and developing ourselves
* Accountability – doing what we say we are going to do
* Inspiring Leadership – positive roles models and leading by example

*To read more about our values, click* [*HERE*](https://haltoncouncilcareers.co.uk/values/)**We are immensely proud that when asked what’s great about working for Halton, the most popular response from our workforce has been ‘*our colleagues’*.**Aside from working with a great team, our employees have access to a fantastic range of benefits, including:* A generous annual holiday allowance starting at 34 days per year (including bank holidays), increasing with long service
* Membership of our defined benefit, salary-linked pension scheme with generous Employer Contributions
* 3 x Salary Life Cover via Local Government Pension Scheme
* Investment in your personal development
* Free Car Parking at HBC sites
* Flexible / hybrid working arrangements available
* Car leasing schemes
* Essential Monthly Car User Allowance\*

*For further information about all the benefits we offer, please click* [*HERE*](https://haltoncouncilcareers.co.uk/benefits/)*.* |
| About the Job  |
| The Administration Officer will be providing essential administration support to the Children’s Services Directorate, specifically the Child in Need social care teams. You will be providing administration support to a front facing, fundamental team who provide services and support for children, young people and their families.More specific responsibilities include:* Providing administrative support to customers of the shared service when preparing for audits and inspections, and handling financial transactions.
* Arranging meetings, sending out agendas and booking rooms. This will also include attendance at meetings, distributing minutes and following up on actions.
* Handling service specific queries, assessing the urgency of these and handling as appropriate.
* Data entry into specific IT systems and maintaining manual and computerised filing systems as well as general administrative support such as filing and photocopying
* Word processing such as typing letters, short reports, presentations and client notes
* Updating and monitoring the Councils record of lone working for employees
 |
| About You |
| You will hold GCSEs in Maths and English, or be able to demonstrate relevant experience.In addition you will have:* Administration experience including excellent typing skills
* A good working knowledge of IT packages including Microsoft Office
* Experience in meeting administration including minute taking and organising meetings using Microsoft Outlook
* Excellent communication skills
* An ability to work as part of a team and to tight deadlines
* An awareness of the importance of confidentiality

The Council and its schools are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff, workers and volunteers to share its commitment. |
|  |  |
|  |  |
|  |