

Job Description



Post: Senior Administration Officer

Post Number:

Department:

Grade: 22 - 25

Responsible to:

Responsible for: Administration Officer(s), Administration Assistant(s), Clerical Officer(s), Clerical Assistant(s)



Purpose of the Post:

Be responsible for the management and delivery of administration services including the planning, development and monitoring of resources.



Duties and Responsibilities:

General Duties

1. To be responsible for managing the planning, development, design, organisation and monitoring of admin services.
2. To be responsible for ensuring appropriate communication systems exist e.g. team meetings, briefings etc.
3. To manage, delegate and monitor the work of staff ensuring that agreed standards are met.
4. Be responsible for the management of recruitment /induction/appraisal/ training for administration staff and apply relevant personnel procedures.



Admin Tasks

5. To be responsible for the development and maintenance of manual computerised records/information systems and ensure these systems are kept upto date.
6. To be responsible for the management of financial administration procedures, including responsibility for compliance with financial regulations.
7. To be assist in the management, planning, monitoring and evaluation of the budget.





8. To implement matters of policy/procedure statute to ensure compliance and initiate appropriate action.



9. To manage the preparation of monitoring of data, processes and policies and to provide reports as required.

10. To be responsible for the provision of advice and guidance on national and local procedures/policy/statute etc. as applied to the Team/Section.

11. To identify the future needs required to support the development of services and analysis, evaluation of data and detailed reports/information.

12. To be responsible for the management of Health & Safety within the office in accordance with Council policy.



13. To be responsible for the implementation and completion of identified projects.

Resources

14. To be responsible for the overall management of office resources.



Duties and Responsibilities

15. To participate in all aspects of training and development.

16. To comply with the Council's Health and Safety Policy and associated safe working procedures and guidelines.

17. To communicate the Health and Safety policy, procedures and guidelines to all employees under the management/supervision of the postholder. To monitor compliance with the policy, procedures and guidelines and keep appropriate records where required.



18. To comply with the Council's Comprehensive Equality Policy and ensure that it is implemented within the service area and amongst employees within the remit of the post.



19. To be responsible for the implementation of the Council's Human Resource policies and procedures including Employee Relations, within the remit of the post.



20. To comply with the Council's Data Protection Policy and Code of Practice within the service area and amongst employees within the remit of the post.



This post is/is not subject to Disclosure.

This post is/is not Politically Restricted in accordance with the Local Government and Housing Act 1989.



The details contained within this job description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the job may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Council will expect to revise this job description from time to time and will consult the postholder/s at the appropriate time.



Date Prepared:





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