

Job Description



Post:	Administration Officer
Post Number:	
Department:	
Grade:	18 - 21
Responsible to:	Senior Administration Officer
Responsible for:	Clerical Assistant(s), Clerical Officer(s), Administration Assistant(s) as designated



Purpose of the Post:

Manage, organise and contribute to the planning, development and monitoring of admin services.



Duties and Responsibilities:

General Duties

1. To undertake line manager responsibilities where appropriate.
2. To ensure that existing and new procedures are understood and consistently applied by administrative staff.
3. To ensure appropriate communication systems exist e.g. team meetings, briefings etc.
4. To monitor the deployment of staff to ensure that effective administrative support is maintained.
5. To participate in recruitment/induction/ appraisal/ training/sickness for designated staff and apply relevant personnel procedures.



Admin Tasks

6. To ensure that all correspondence is dealt with in accordance with service standards.
7. To manage the development and maintenance of manual and computerised record/information systems and ensure these systems are kept up to date.
8. To manage designated staff e.g. Clerical Assistant, Clerical Officer and Admin Assistant.





9. To manage the production of confidential reports, correspondence and other relevant documentation.
10. To manage the completion of forms, statutory returns, documents and exchange of sensitive information etc, including those to outside agencies.
11. Organise/attend meetings and produce accurate minutes of meetings in accordance with agreed timescales.
12. To represent the various forums e.g. internal / external and disseminate any appropriate information.
13. To manage and maintain archiving of records and to contribute to the development of such procedures and systems.
14. To manage the analysis and evaluation of basic data / information and produce reports / information / data as required.
15. To maintain, monitor, update and develop databases /information systems to ensure the effective collection, analysis and dissemination of data/information.
16. To assist in the development of action plans, arising from service reviews.
17. To develop effective monitoring systems for key activities and take appropriate action where necessary.
18. To assist with the co-ordination and evaluation of surveys.
19. To undertake financial procedures including the maintenance of petty cash held at the office in accordance with the procedure laid down in the Financial Regulations. Make reimbursements and liaise with the Finance Section as necessary, prepare and present records for audit purposes.
20. To be responsible for processing invoices and related financial controls procedures, including the use of Information Technology. Verify invoice expenditure, liaising with agencies and solving inaccuracies.
21. Monitor team budgets, identifying and alerting the Administration Manager of any potential problem areas. Prepare budgetary control reports, for the attention and authorisation of the Senior Admin Officer using appropriate software packages.

Resources

22. To monitor the income and expenditure and ensure compliance with financial regulations.
23. To assist in the overall management of resources within the office.





Duties and Responsibilities

24. To participate in all aspects of training and development.
25. To comply with the Council's Health and Safety Policy and associated safe working procedures and guidelines.
26. 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.
27. 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.
28. To be responsible for the implementation of the Council's Human Resource policies and procedures including Employee Relations, within the remit of the post.
29. 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:





