

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.

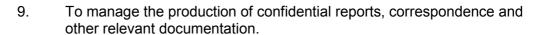


Admin Tasks

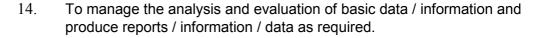
- 6. To ensure that all correspondence is dealt with in accordance with service standards.
- 7. To manage the development and maintenance of manual and computerised record/information systems and ensure these systems are kept up to date.
- 8. To manage designated staff e.g. Clerical Assistant, Clerical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

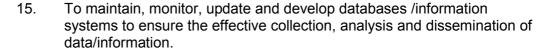


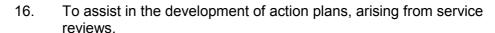




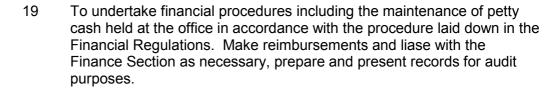
- 10. To manage the completion of forms, statutory returns, documents and exchange of sensitive information etc, including those to outside agencies.
- 11. Organise/attend meetings and produce accurate minutes of meetings in accordance with agreed timescales.
- 12. To represent the various forums e.g. 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.







- 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.



- 20. To be responsible for processing invoices and related financial controls procedures, including the use of Information Technology. Verify invoice expenditure, liasing 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.



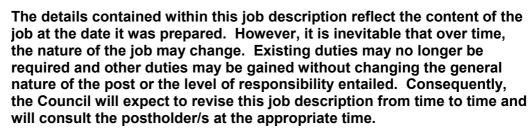
Duties and Responsibilities

- 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.





Date Prepared:































