

# Job Description



**Post:** Administration Assistant

**Post Number:**

**Department:**

**Grade:** 14 - 17



**Responsible to:** Administration Officer

**Responsible for:** Clerical Assistant(s), Clerical Officer(s)  
as designated

**Purpose of the Post:**

Under the guidance of senior staff: be responsible for undertaking administrative, financial, organisational processes within the Department.



**Duties and Responsibilities:**

General Duties

1. To undertake reception duties and provide advice and guidance to visitors e.g. members of the public, service users etc.
2. To undertake the supervision of designated staff e.g. Clerical Assistant and Clerical Officer. Assist in the monitoring of allocation of work, including training as appropriate and inducting new employees.
3. To provide advice and guidance to staff and others to undertake administration procedures.
4. To prioritise own workload, work to pre-determined deadlines and to comply with relevant legal requirements.



Admin & Clerical Tasks

5. To deal with general correspondence and enquiries, and where appropriate refer more complex matters to supervisors.
6. In accordance with service standards respond to enquiries, both verbal and/or in writing, from a wide range of contacts.
7. To manage the upkeep of manual records and the inputting of computerised records and filing systems.
8. To undertake typing and word processing of confidential reports, correspondence and other relevant documentation.
9. To complete forms, returns, documents etc, including those to outside agencies





10. To be responsible for the administration of financial matters in the section, including petty cash, placing orders and invoice payments.

11. To compile and distribute agenda items, arrange meetings, take competent minutes of the meeting and distribute the minutes in accordance with agreed timescales.



12. To analyse and evaluate basic data / information and produce reports / information / data as required.

13. To contribute to the planning, development and organisation of support service systems / procedures / policies.

14. To assist in the maintenance of systems for storing, retrieving and disseminating information using manual and IT processes.

### Resources



15. To monitor and manage stock within an agreed budget, cataloguing resources and undertaking audits as required.

16. To operate office equipment e.g. photocopier, scanner, shredder, computer etc.



### Duties and Responsibilities

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

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

19. 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.



20. 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.



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

22. 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:**



