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| **Department** | **CHIEF EXECUTIVES** |
| **Job Title** | Administrative Assistant |
| **Grade** | C |
| **Primary Purpose of Job** | To provide an efficient support service to the Legal Services Division |
| **Reporting To** | Principal Legal Advisor |
| **Staffing** **Responsibilities** | N/A |

**Main Duties**

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| **1** | The preparation, maintenance and closure of files, filing systems and indices, both manual and electronic. |
| **2** | Advising members of the public, their representatives, Council Members and other officers of appropriate matters within the postholder's areas of responsibility both in writing and over the telephone. |
| **3** | Liaising with outside services commissioned by the local authority including counsel’s chambers, process servers, storage and transport providers and press for adverts |
| **4** | Creating and maintaining documents and electronic bundles for legal proceedings. |
| **5** | Collating and producing statistical data for management including, workloads, performance, time recording and court applications |
| **6** | Arranging meetings by securing the availability of all attendees and a suitable venue/ room and ensuring it is diarised. Setting up rooms for meetings ensuring all necessary facilities are in place. |
| **7** | Ensuring stationary stocks and other office equipment are maintained as directed by the supervisor. |
| **8** | Checking and processing claims for various payments |
| **9** | Obtaining, indexing, registering and sealing deeds, within office systems and strong rooms and maintaining the organisation of the strong room |
| **10** | Distributing documents, ensuring that the counsel’s procedures are adhered to in accordance with the general data protection regulations. |
| **11** | Contribute to the effective running and performance of the legal services division by providing assistance and support to colleagues where needed and as directed by the supervisor or to meet priorities and objectives determined by management. |
| **Date Job Description prepared/updated:** | **September 2020** |
| **Job Description prepared by:** | **Principal Legal Advisor** |



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| **Department** | **CHIEF EXECUTIVE’S** |
| **Job Title** | **ADMINISTRATICE ASSISTANT** |
| **Stage One** | Disabled candidates are guaranteed an interview if they meet the essential criteria |
| **The Minimum Essential Requirements for the above Post are as Follows:** | **Method of Assessment** |
| **1.** | **Skills and Knowledge** |
| 1. | Ability to use IT systems to accurately input, organise, retrieve, and present information and data on various computerised systems | Application Form/Interview/Test |
| 2. | Ability to file information methodically and accurately in a variety of different systems. | Application Form/Interview/Test |
| 3. | Able to communicate effectively (orally and in writing) with elected members, officers, outside agencies and members of the public or their representatives | Application Form/Interview/Test |
| 4. | Ability to organise and prioritise personal workload and work to strict deadlines. | Application Form/Interview/Test |
| 5. | Ability to contribute as an effective team member. | Application Form/Interview |
| 6. | Ability to use own initiative to respond to the variety of clerical demands that can occur on a daily basis. | Application Form/Interview |
| 7. | Ability to write clearly and pursue enquiries or pass on information in writing. | Application Form/Interview |
| 8. | Ability to identify and develop new ways to manage administrative duties. | Application Form/Interview |
| 9. | Must be prepared to maintain an up to date working knowledge of the council’s IT systems, including case management Systems | Application Form/Interview |
| 10. | **Competencies** – Please note the council’s corporate competencies, which are considered to be essential for all roles, are in the attached CORE COMPETENCIES document | Interview |

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| **2. Experience/Qualifications/Training etc** |
| 1. | Experience of using Microsoft Office  | Application Form/Interview/Test |
| **3. Work Related Circumstances** |
| 1. | The post holder may on occasions be required to work flexibly and outside of normal working hours | Interview |
| 2. | Ensure that any knowledge that the postholder gains during the performance of their duties relating to matters of a confidential nature are not disclosed | Interview |

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| **STAGE TWO** | Will only be used in the event of a large number of applicants meeting the minimum essential requirements |
| **Additional Requirements** | **Method of Assessment** |
| **1. Skills and Knowledge** |
| **2. Experience/Qualifications/Training etc** |
| 1. | Experience of operating case management systems | Application FormInterview/Test |

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| **Date Person Specification prepared/updated:** | **September 2020** |
| **Person Specification prepared by:** | **Principal Legal Advisor** |



**These core competencies are considered essential for all roles within Bolton Council. Please be prepared to be assessed on any of these during the interview process and, for the successful applicant, throughout the probationary period**

**Developing Self & Others**

Promote a learning environment to embed a learning culture.  Support others to develop their skills and knowledge to fulfil their potential. Actively pursue your own development. Support and promote the principles of Investors in People.

**Civil Contingencies**

Bolton Council has a statutory duty under the Civil Contingencies Act to respond in the event of an emergency. If Bolton Council’s Emergency Management Plan is activated, you may be required to assist in maintaining key Council services and supporting the community.  This could require working outside of routine working hours and working from places other than your normal place of work.

**Equality & Diversity**

Uphold the principles of fairness and the Equality Act in all undertakings as a Bolton Council employee, including providing a fair, accessible service irrespective of customer’s race, religion, gender, sexuality, disability, or age.

**Customer Care**

The ability to fully understand, assess and resolve the needs of all customers including those who present with complex situations, in a manner that respects dignity and expresses a caring & professional image.

**Health & Safety**

Take responsibility for the health and safety of yourself and others who may be affected by your acts or omissions, and comply with all health and safety legislation, policy and safe working practice, including participating in training activities necessary to your post.

**Data Protection and Confidentiality**

Ensure that any personal data or confidential data you hold is kept securely and is not disclosed, whether electronically, verbally or in writing, to any unauthorised third party. Follow Council policies and procedures on dealing with personal information and information assets, including The Code of Conduct, Data Protection, Acceptable Use and Information Security policies. Personal or confidential data should only be accessed or used for council purposes.

**Fluency Duty**

Should you be required, as a regular and intrinsic part of your role, to speak to members of the public in English, you must be able to converse at ease with customers and provide advice in accurate spoken English, as required byThe Immigration Act 2016.

**Working Hours**

The nature and demands of the role are not always predictable and there will be an expectation that work will be required outside of normal hours from time to time.

**Safeguarding**

This Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Should the role involve working with the above groups, you will be subject to an Enhanced Disclosure and Barred List check by the Disclosure & Barring Service.