

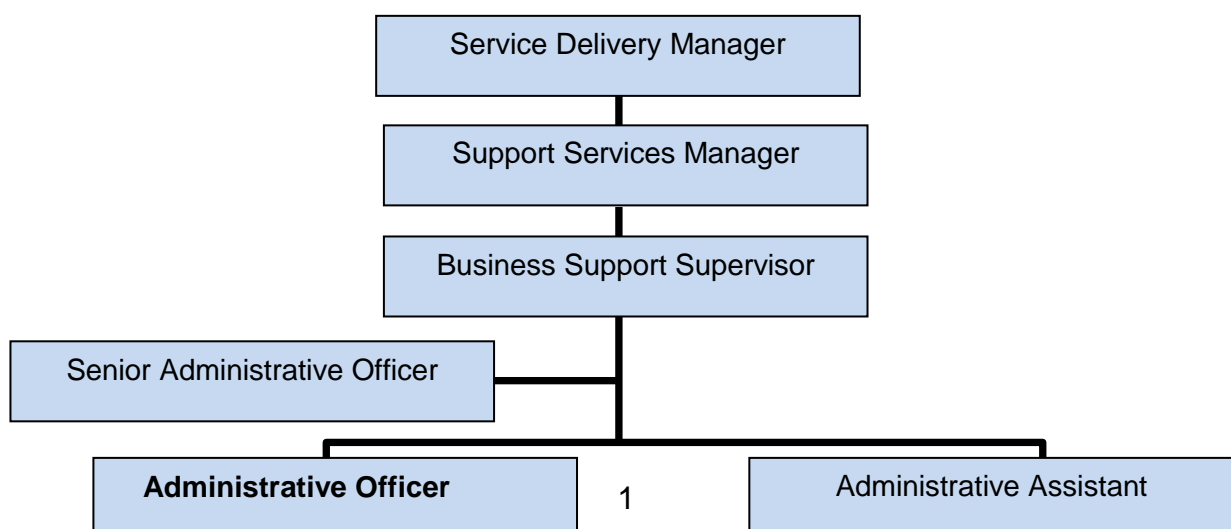
ROCHDALE BOROUGH COUNCIL

JOB DESCRIPTION

SERVICE:	ENVIRONMENTAL MANAGEMENT
SECTION:	Support Section
LOCATION:	Green Lane, Heywood
JOB TITLE:	ADMINISTRATIVE OFFICER
POST NUMBER:	
Grade:	GRADE 3
Accountable to:	Business Support Supervisor
Accountable for:	Not applicable
Hours of Duty:	37 flexible working hours in accordance with the provision of the Authority's Scheme of Flexible Working and operational requirements of the Team.
Any Special Conditions of Service:	<p>The Authority operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within the immediate vicinity of the building which is wholly owned, leased or operated and occupied by Rochdale Borough Council.</p> <p>To be eligible to apply for this post you must be a Rochdale Resident who lives within the municipal boundaries of the borough of Rochdale.</p> <p>This post is not Politically Restricted in accordance with the current regulations.</p>

The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff to share this commitment.

ORGANISATIONAL CHART



PURPOSE AND OBJECTIVES OF THE JOB

To provide an effective, efficient and timely administrative support within the Service.

Control of Resources

Personnel

To be responsible for your own direction, support and motivation.

Financial

To work in accordance with Financial Regulations and Procedures of the Authority.

Equipment/Materials

To be responsible for the safe use and maintenance of equipment / materials used by the postholder.

Health/Safety/Welfare

Responsibility for the safety and welfare of self and colleagues in accordance with the Health and Safety Policies of the Council.

Equality and Diversity

To work in accordance with the Authority's Policy relating to the promotion of Equality and Diversity.

Training and Development

The postholder will be responsible for assisting in the identification and undertaking of his/her own training and development requirements in accordance with the Council's Performance Management Framework.

Relationships (Internal and External) – (dependent upon the Service)

Internal

- Managers and staff
- Colleagues within the Service
- Elected Members
- Trade Union Officials
- Headteachers / school staff

External

- Outside agencies / service providers
- Members of the public
- Training providers

Responsibilities

The postholder must -

- (i) Perform his/her duties in accordance with Rochdale Council's Equality and Diversity Policy.
- (ii) Ensure that Rochdale Council's commitment to public service orientation and care of our customers is provided.
- (iii) Render an effective and efficient service.

Values and Behaviours

Approach the job at all times using the values set out in the Rochdale Way:

- Valuing our people
- Focusing on customers
- Acting with integrity
- Using time and money wisely
- Working together
- Always learning and improving.

Be aware of and apply the Rochdale Way behaviours at all times.

Principal Duties

- Provision of general administrative support to Service Managers including – but not limited to:
 - Word processing, including reports and action points from meetings
 - Sorting and delivery of incoming mail (including electronic mail)
 - Collating and despatching outgoing mail
 - Photocopying and distribution of documents
 - Filing (both hard copies and electronic)
 - Responding to telephone calls and e-mails
 - Providing cover for reception
 - Inputting data.
- Preparation of statistical information using basic arithmetic and analysis.
- To maintain general office organisation / administration systems, both computerised and manual.
- To maintain records, which could include personnel records, casual employees' register, and details of room hire, functions, etc.
- To use ICT systems in completing duties – for example Word for typing letters, and Excel for spreadsheets
- To prepare routine correspondence around standard processes.
- To prepare and keep up to date information about the service.
- To assist in monitoring levels of office consumables, monitoring inventories and ordering stocks, as appropriate. To assist with the processing of orders and invoices, ensuring invoices are paid within the Council's target. To collate orders, requisitions, delivery notes and process invoices.

- To assist with the preparation of Sundry Debtors Accounts. Prepare inter-service recharges, where required.
- To assist in the reconciliation of cash income and prepare for banking. Maintain a record of cash and cheques received.
- To deliver a customer focussed service by responding proactively to requests for advice, guidance and support in an efficient, effective and timely manner.
- To liaise, as appropriate, with Managers, officers, suppliers and customers.
- To organise and prioritise own workload to ensure that deadlines are achieved and core services are maintained.

Secondary Duties

- 1 To participate in Council programmes of in-service training as a trainee and when required as a trainer facilitator.
- 2 To attend meetings as may be required.
- 3 To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the Service Head (or nominated representative) in consultation with the postholder (and if he/she so wishes, with his/her Trade Union representative).

Job description prepared by: _____ Date: _____

Agreed by Postholder: _____ Date: _____

Manager: _____ Date: _____

Service Director: _____ Date: _____

**Rochdale Borough Council
Person Specification**

Service :	ENVIRONMENTAL MANAGEMENT	Post:	Administrative Officer
Section :	Support Section	Post Number :	
Job Ref:		Grade:	Grade 3

Note to Applicants:

The *Essential Criteria* are the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.

The *How Identified* column shows how the Council will obtain the necessary information about you.

If the *How Identified* column says the **Application Form** next to an *Essential Criteria* you **MUST** include in your application enough information to show **how** you meet this criteria. You should include examples from your paid or voluntary work.

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Criteria	Essential (E) or Desirable (D)	How Identified: AF Application Form I Interview A Assessment
Filter Questions		
(a) Special Working Conditions		
1 Are you a Rochdale Resident who lives within the municipal boundaries of the Borough of Rochdale ?	E	AF, Proof at interview
(b) Qualifications and Experience		
2 Tell us about your experience of IT applications including word processing, PowerPoint, databases, spreadsheets and Outlook.	E	AF, I
3 Tell us about your experience of providing a range of administrative and financial support functions.	E	AF, I
4 Do you hold European Computer Driving Licence (ECDL) or equivalent (or willingness to undertake).	D	AF
(c) Skills and Knowledge		
5 Give examples of your knowledge of maintaining computerised record systems, and ability to input data accurately.	E	AF, I, A
6 Tell us about your ability to understand an in house system and sense check the reports produced.	E	AF, I
7 Please give details of high standards of literacy and numeracy.	E	AF, I
8 Please give details of your ability to work in a methodical manner and prioritise work in a pressured environment to meet targets.	E	AF, I, A
9 How do you work as part of a team and on own initiative.	E	AF, I
10 Tell us about your understanding of the issues relating to the confidentiality of information handled by the team.	E	AF, I
11 Give examples of your ability to communicate confidently and effectively with staff at all levels and with representatives of external organisations – orally and in writing	E	AF, I
12 Please explain why it is important to understand the value of employee development	E	AF, I
13 What is your understanding to the Commitment to Equality and Diversity and Customer Care policies	E	AF, I
(d) Behaviours and Values		
14 Approach the job at all times using the values set out in the Rochdale Way:		

	<ul style="list-style-type: none"> Valuing our people Focusing on customers Acting with integrity Using time and money wisely Working together Always learning and improving <p>Please confirm you are willing to adhere to these values and behaviours.</p>	E	AF, I
15	If applying as part of the Armed Forces Scheme, please confirm your last long term employer was the Armed Forces.	D	AF, I
16	If applying as part of the Armed Forces Scheme please confirm you have been looking for a job for 6-24 months since you left the Armed Forces.	D	AF, I