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| Directorate: | Customer and Support Services | **Section**: Administration  |  |

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| **Job details:** |  |
| **Job title:** | Administration Officer |
| **Grade:** | 2B |
| **Location of work:** | Salford Civic Centre |
| **Directly responsible to:** | Principal Officer – Neighbourhood and Communities  |
| **Directly responsible for:** | N/A |
| **Hours of duty:** | 28.8 hours per week in accordance with the flexible working hours scheme |
| **Primary purpose of the job:** | To support the work of the Devolved Budget Grants Team and Neighbourhood Management within the Neighbourhood and Communities Team by the provision of a comprehensive administrative support service and be part of a team that provides an efficient and responsive focal point for administrative and operational staff, partner agencies , Voluntary and Community sector and local residents.  |
| **Post ref no:** |  |

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| Main duties and responsibilities/accountabilities |
| 1. To ensure the delivery of an effective and efficient support service within Neighbourhoods and Communities; including support to Elected Members and Task Group members, participating directly where appropriate.
2. To arrange, attend and minute meetings associated with the work of Community Services in accordance with high levels of confidentially requited and ensure that all such information held is regulated and controlled in a similar manner.
3. To provide admin support/minute taking as and when required including evening working across various locations in the City.
4. To ensure administrative practices, procedures and records are implemented within the Division
5. To work collaboratively with third sector organisations and partner agencies to provide a seamless administrative support service.
6. To assist in preparation and review of all statistical information, including performance indicators and input this information into the Councils Document Management System.
7. To advise third sector organisations on the grant application process, assist with the completion of application forms and using own judgement advise on the most appropriate funding source and present groups with alternatives.
8. To ensure all funding applications presented to Budget groups have appropriate, constitutions, bank statements, quotes and to ensure applicants are DBS checked and Ofsted registered as required.
9. To interpret information on application forms for input onto Grants Database.
10. To update mailing lists for Budget Groups seeking information from various sources
11. To organise, support and attend promotional events and training sessions, promoting devolved budgets.
12. To circulate application forms and relevant information to Neighbourhood Teams, Elected Members and Budget Group members.
13. To verify data regarding various funding schemes with Group Accountants.
14. To be responsible for banking various income within Community Services.
15. To extract information from grants database for presentation to Elected Members, Area Co-ordinators, Neighbourhood Managers and Task Group Members.
16. To develop and maintain a system that ensures minutes are received in a timely manner, in order to process payments.
17. To prepare pay requests and journal transfers for Financial Support Group.
18. To monitor budgets devolved to the Neighbourhood Management Team ensuring expenditure is appropriate to the criteria.
19. To monitor income and expenditure on SAP ensuring all payments are coded correctly
20. To raise invoices/sundry debtors to community groups and partners agencies
21. To develop and maintain administrative systems to ensure that evidence of expenditure and monitoring reports are received and presented to budget groups.
22. To order and replenish stationery as required.
23. To assist with the review and development of policies and procedures translating them into both written and electronic format.
24. To prioritise own workload and when requested assist the Principal Officer and other officers in the Neighbourhood Teams.
25. To produce typed records/assessments and other pertinent information that is highly accurate.
26. To assist in the development of information technology systems to ensure effective utilisation of available resources and information in order to provide improved management information.
27. To be involved in the collection and interpretation of information in various formats, to establish databases and to present information in an accessible and concise manner.
28. To attend job related meetings requested by the Principal Officer.
29. To attend and participate in supervision, development and consultation meetings with the Principal Officer and to provide regular updates on the day to day activities of the service area.
30. To treat all information in accordance with Salford City Council’s policies on confidentiality and Data protection.
31. To undertake such additional duties as are reasonably commensurate with the level of the post.
32. To carry out duties with full regard to Salford City Council’s Equal Opportunities, Health & Safety and Community Strategy policies.
33. To contribute and demonstrate a commitment to Salford City Council’s Crime and Disorder Reduction Strategy.
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**Review arrangements:**

The details contained in this job description reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, the council will expect to revise this job description from time to time and will consult with the postholder at the appropriate time.

**Date job description prepared/revised:**

**Prepared/revised by: Sandra Derbyshire 12.1.2017**

**Agreed job description signed by holder:**

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| **Job title** | **Grade** | **Directorate** | **Location** |
| Administration Officer | 2B  | Place  | Base Civic centre |

Note to manager

In completing this form you are setting the expected standard for the person you need for this job on this occasion. Once completed, it will help to create your shortlist of candidates and to devise the questions you ask at interview. Please describe the criterion in ways that are both accurate and capable of being tested. Above all, the requirements must be job related and non-discriminatory. The job description, person specification and advertisement must be consistent. Each of the criteria must be identified under the **Essential** or **Desirable** headings. Whilst all criterions are important, those marked **Essential** must be met before an interview can be offered. (See Section 6 of the Recruitment and Selection Code of Practice for more information on producing a person specification)

#### Note to applicants

Whilst all criterions below are important, those under the **Essential** heading are the key requirements. You should pay particular attention to these areas and provide evidence of meeting them. Failure to do so may mean that you will not be invited for interview.

 **(\*See grid overleaf)**

| **Essential criteria** | **Necessary requirements – skills, knowledge, experience etc.** | **\* M.O.A.** |
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| 1. | **Leadership** |  |
|  1.1 | The ability to facilitate effective team working | A & I |
|  1.2 | To be able to develop and motivate staff. | A & I |
|  1.3 | The ability to promote well being within the team. | A & I |
|  1.4 | To be able to contribute to the provision of a relevant high quality service. | A & I |
|  1.5 | The ability to generate creative solutions to work problems. | A & I |
|  1.6 | To be able to demonstrate a flexible attitude to change. | A & I |
| 1.7 | To demonstrate the ability to take accurate minutes at meetings | A & I  |
|  2. | **Communication and Customer Focus** |  |
|  2.1 | To be able to communicate information effectively. | A & I |
|  2.2 | To be able to display a professional image and credibility. | A & I |
|  2.3 | The ability to promote customer satisfaction. | A & I |
|  2.4 | To be able to demonstrate assertiveness and ability to deal with confrontation. | A & I |
|  2.5 | To be able to respond to customer focused service delivery. | A & I |
|  3. | **Professional Conduct and Relationship Building** |  |
|  3.1 | The ability to develop and maintain positive relationships | A & I |
|  3.2 | To be able to co-operate and work well with others in pursuit of team goals. | A & I |
|  3.3 | To be able to demonstrate a high level of personal integrity. | A & I |
|  3.4 | To be able to maintain personal and professional credibility and respecting the need for confidentiality. | A & I |
|  3.5 | To be able to actively promote equality. | A & I |
|  4. | **Reasoning and Problem Solving** |  |
|  4.1 | The ability to adopt a constructive approach to problem solving. | A & I |
|  4.2 | To be able to demonstrate a methodical approach to problem solving. | A & I  |
|  5. | **Systems and Procedures** |  |
|  5.1 | The ability to demonstrate a commitment to the development of systems and procedures that support operational goals. | A & I |
|  5.2 | The ability to contribute to quality assurance by overseeing the accuracy of the input and retrieval of data. | A & I |
| 5.3 | Experience of a wide range of administrative procedures. | A & I |
| 66.1 | **Flexible working** Ability to work flexibly including evening working and working across different locations in the City  | A & I |
| 6.2 | Ability to travel to across the City.  | A & I |

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| Desirable criteria | **Necessary requirements – skills, knowledge, experience etc.** | **\* M.O.A.** |
|  1. | Appropriate and relevant qualifications – ECDL/NVQ3 | A & I |

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| **Completed by** | **Date** | **Approved by** | **Date** |
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**Method of assessment (\* M.O.A.)**

**A =** Application form**, C =** Certificate**, E =** Exercise**, I** **=** Interview**, P =** Presentation**, T =** Test**, AC =** Assessment centre