ARDS AND NORTH DOWN BOROUGH COUNCIL

JOB DESCRIPTION

Job Title: Administrative Assistant

Department: Any

Section: Any

Location: Any

Responsible to: Section Head or Designated Manager

Salary Scale: Scale 4, SCP 8 - 12

Car user status: Casual

PURPOSE AND FUNCTION OF THE POST

The post holder will carry out all generic administrative duties plus post-specific duties within any department in the Council.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. General administration including word processing, audio typing, maintenance of spreadsheets and databases, central and localised filing systems and dealing with general enquiries from the public.

2. General secretarial/administrative support to the designated line manager.

3. Tasks specific to the post to which you are appointed that are relevant to this grade of post.

4. Processing of financial systems and cash handling.

5. Processing of ICT systems and/or programmes.

6. Collate and produce management information and Committee/Council reports as directed. Attending meetings to formally record minutes.

7. Monitor inventories and carry out stock checks as requested. Assist in purchasing and the preparation of quotations.

8. Deal with complaints in line with the Council's customer complaints policy.

9. Provide support in updating and maintaining the Council's website.

10. Provide cover or additional resources for other employees in the Section in respect of meeting deadlines or when additional resources need to be applied to any specific duty of the section.

11. To comply with and promote equality, health and safety in accordance with Council policies and legal requirement.

12. To undertake any other appropriate duties as may be allocated from time to time in accordance with the general nature of the post.

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PERSON SPECIFICATION

The person specification provides information on the qualifications, experience, knowledge and skills required to carry out the duties of the post.

The essential criteria will be used for shortlisting and as part of the selection process.

CATEGORY	ESSENTIAL	DESIRABLE
QUALIFICATIONS	• 5 GCSE's (grade C or above), or equivalent	• A qualification that demonstrates competent word processing/database skills and ability to broaden computing experience with other packages e.g., RSA/ OCR Stage II Typewriting/Word processing/ECDL/CLAIT/ ICT or similar qualification
EXPERIENCE	• 2 years' relevant administrative experience • 2 years' experience dealing with the public by phone and in person • Experience of using computer software including Microsoft Office • Experience in minute taking • Experience in the maintenance of spreadsheets and databases	• Experience in the use of mail merge • Experience in financial administration and cash handling
KNOWLEDGE, SKILLS, AND ABILITY	• Good level of written and verbal communication skills • Ability to produce accurate work to tight deadlines • Ability to pay attention to detail • Good organisational skills • Ability to use own initiative • To be a good team worker	
OTHER REQUIREMENTS	• Basic Access NI check may be required for some roles	

The selection panel reserves the right to enhance the shortlisting criteria to facilitate the process when necessary.