2026/0236

JOB DESCRIPTION

Post:	Administrative Assistant
Directorate:	Development Community & Wellbeing
Department:	Economic Development
Location:	Civic Centre, Craigavon. The post holder may be required to work at other location across the Borough
Reports To:	Enterprise Development Manager
Salary:	Scale 4 SCP 9 - 13 £28,153- £30,023 per annum, pro rata for part-time employees
Hours:	37 hours per week, Monday – Friday 9.00 am – 5.00 pm. A flexible working hours scheme in operation. The post holder may be required to work additional hours and outside normal working hours to meet the needs of the post.
Duration:	Fixed Term Contract until 10 September 2027, may be extended

The Council may retain a list of successful reserve candidates arising from this recruitment for any vacancies which may arise which are the same grade and similar duties. Such a reserve list will be compiled and held for a period of 12 months from the date of interview.

All employees are expected to model the Customer Care behaviours of "Serve Passionately, Engage Positively and Deliver Consistently."

JOB PURPOSE:

To provide administrative support in a confidential manner within the economic Development Services Department on a range of Economic Development Services' capital and revenue projects.

MAIN DUTIES AND RESPONSIBILITIES:

1. Provide comprehensive administrative support to the Head of Department on a daily basis including; acting as the first point of contact for telephone and email

enquiries, organising, managing and monitoring diary commitments and agreeing priorities and escalating urgent tasks.

2. Jointly manage the Head of Department's appointments and manage appointments for the Enterprise Development Manager and their team to assist with the effective management of the Department's working time.

3. Manage calls and emails around the Economic Development Services Business Hub, deal with incoming and outgoing telephone calls for officers and filter and direct calls in a tactful and discrete manner.

4. Receive, sort, distribute and acknowledge incoming correspondence.

5. Liaise with officers to collate information for Committee reports and to organise, input and circulate the final report on external surveys using the Consultation Hub.

6. Create and modify documents such as Committee reports, databases, presentations and letters using Word, Excel, Access, Publisher, Outlook and other software as necessary.

7. Formulate, produce and circulate notices of meetings, agendas and reports within the required timescales.

8. Attend meetings, record decisions accurately, prepare and distribute minutes within agreed timescales and prepare follow-up papers and correspondence ensuring actions are undertaken within agreed timescales.

9. Attend Economic Development Services team meetings as a member of the team and note actions and produce a short action sheet for distribution to relevant officers.

10. Maintain filing systems appropriate to the relevant officers and co-ordinate the opening, referencing and insertion of documents, in line with the Council's Retention and Disposal policy.

11. Co-ordinate systems and procedures within the Economic Development Services Department and implement improvements as required.

12. Assist with the planning and organisation of events, conferences and workshops including the booking of catering, venues, accommodation and flights.

13. Co-ordinate and collate Freedom of Information responses and Corporate Complaints responses on behalf of the Department, in line with Council procedures.

14. Provide administrative cover for other staff within the Department as required.

15. Provide backup for the Strategic Director: Community and Growth's PA and cover duties in their absence.

16. Act as a point of contact for Officers with regard to the Integra system, liaise with finance and process financial matters for the department including operating the Council's computerised Purchase Ordering System to raise purchase orders and requisitions, as well as recording purchases made on the procurement card. Ensure the department's budget spreadsheet is kept up to date.

17. Undertake any other relevant duties that may be required and are commensurate with the nature and grade of the post.

In addition to the standard pre-employment checks this position will also be subject to receipt of a satisfactory Basic AccessNI check.

Please note that completed applications must be submitted not later than the closing date and time as stated on the application form.

Recruitment Office:

Human Resources Section (Craigavon Office)
Armagh City, Banbridge & Craigavon Borough Council
Lakeview Road
Craigavon
Co Armagh
BT64 1AL
T: 0300 0300 900 Ext: 61420

November 2026