

## JOB DESCRIPTION

**TITLE:** Administrative Assistant (Part time)

**POST NO:**

**DEPARTMENT:** Corporate and Customer Services

**DIVISION:** Human Resource - Employee Relations Unit

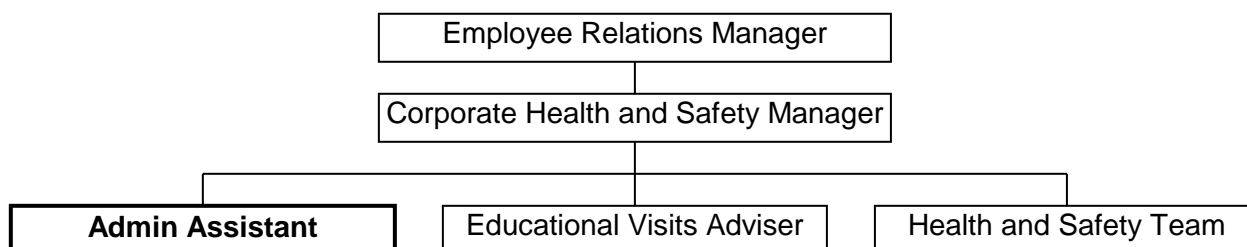
**RESPONSIBLE TO:** Corporate Health and Safety Manager

**GRADE:** To be evaluated

### PURPOSE OF POST:

To primarily provide administrative support to the Educational Visits Adviser and other members of the Employee Relations Unit.

### ORGANISATION CHART:



### PRINCIPAL RESPONSIBILITIES:

- |  | <u>%</u> |
|--|----------|
| 1. Undertake a range of administration tasks under the direction and guidance of the Corporate Health and Safety Manager and Educational Visits Adviser in support of the Unit's activities, including; <ul style="list-style-type: none"> <li>- distribution of post and photocopying</li> <li>- typing/word processing</li> <li>- dealing with internal/external telephone calls</li> <li>- writing routine correspondence in response to ad hoc queries</li> <li>- other routine clerical work as required</li> </ul> | 60%      |
| 2. Process, maintain and update manual and computer records for the Unit including a database of risk assessments, management of correspondence etc.   | 20%      |
| 3. Undertake standard typing and give basic advice to services in line with established procedures.  | 10%      |

4. Undertake basic processing of cheque requisitions and invoices as required, checking appropriate information and ensuring proper authorisation. 10%

**DIMENSIONS:**

**Supervisory Management:** N/A  
**Financial Resources:** N/A  
**Physical Resources:** N/A  
**Other:** N/A

**CONTEXT:**

The postholder needs to adopt a flexible approach to deal with the variety of different tasks and differing priorities across the Unit.

**ADDITIONAL INFORMATION:**

**Physical Effort:** N/A  
**Working Environment:** Normal Office Environment

## Person Specification

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job.

Essential (E):- without which candidate would be rejected

Desirable (D):- useful for choosing between two good candidates.

**Please make sure, when completing your application form, you give clear examples of how you meet the essential and desirable criteria.**

Attributes	Essential	How Measured	Desirable	How Measured
<b>Experience</b>	Demonstrable experience of office practices and procedures	1,2	Some experience of working in a training environment	1,2
	Demonstrable experience of dealing with enquiries both on the telephone and face to face	1,2		
<b>Skills/Abilities</b>	Demonstrable keyboard skills - able to use word processing and spreadsheet packages	1,2,3	Able to use Microsoft Word, Excel and Access packages	1,2
	Basic numeracy skills - able to add, subtract, multiply and divide	1,2,3		
	Basic literacy skills - able to read letters and work procedures and draft simple letters	1,2,3		
	Able to plan and prioritise own work to meet deadlines	1,2		
	Able to deal effectively and politely with people at all levels	1,2		
	Able to work on own initiative within guidelines	1,2		
	Able to work as part of a team	1,2		
<b>Equality Issues</b>	Able to identify some types of discrimination that commonly exist.	1,2		
<b>Specialist Knowledge</b>				
<b>Education and Training</b>				
<b>Other Requirements</b>				

**( 1 = Application Form   2 = Interview   3 = Test   4 = Proof of Qualification   5 = Practical Exercise )**

We will consider any reasonable adjustments under the terms of the Disability Discrimination Act (1995), to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The Job-holder will ensure that Luton Borough Council's policies are reflected in all aspects of his/her work, in particular those relating to;

- (i) Equal Opportunities
- (ii) Health and Safety

(iii) Data Protection Act (1984 & 1998).