

## TENDRING DISTRICT COUNCIL

<b>ROLE DESCRIPTION</b>
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Job Title: **Administrative Support and Projects Assistant** Post No: **NEW**

Department: Economy, Culture and Leisure

Graded: **4-5**

Reports to: Head of Project Delivery

### 1. **Main Purpose of the Role**

To provide and maintain general administrative functions and provide project support function for the Project Delivery Unit.

### 2. **Principal Activities**

- a) To provide support to the Project Delivery Unit on Council approved projects.
- b) To provide an efficient and effective administration service to the Project Delivery Unit including correspondence, Council Governance and Decisions or transcribing a variety of correspondence, internal memoranda, and reports.
- c) Providing administration for procurement processes, including contract administration.
- d) Timetabling, processing and collating Council, Cabinet, Committee and other reports as required.
- e) Managing members of the Project Delivery Unit diaries, scheduling meetings and appointments for the Team and co-ordinating arrangements with attendees.
- f) Receiving visitors as the first point of contact and offering hospitality when necessary.
- g) Maintaining and co-ordinating office systems, filing, records and returns.
- h) Answering incoming calls and dealing with minor enquiries.
- i) Assisting Members on behalf of the Project Delivery Unit.
- j) Undertaking research or other such other such tasks as may be assigned.
- k) Assisting in other departmental administrative, clerical and typing tasks as required.
- l) Maintaining performance information, financial information and other statistical records and collating financial information using appropriate IT systems.
- m) Co-ordinate Data Protection, Freedom of Information and Environmental Information responses across the department.
- n) To act as a staff development champion for the Department supporting Section Managers in developing, producing and implementing the Department's Learning and Development Plan.
- o) Such other duties as may be assigned by the Head of Project Delivery Unit.

### **3. Corporate Responsibilities**

- You must work to any standards imposed by the Council in maintaining and improving its status under Investors in People (IiP)
- Must achieve good performance on relevant performance indicators both local and statutory and ensure that all employees understand the aims and objectives of the service, and are able to maximise potential and achievement.
- You are required to promote, apply and adhere to the Council's HR and ICT policies, procedures and schemes, including Age, Alcohol, Drugs and Substance Abuse, Equality and Diversity, Flexible Working Hours, Discipline, Grievance, Harassment, Health, Safety & Welfare; Lone Working, Appraisal (My Performance), No Smoking, Sickness & Ill Health, Stress, Race Awareness, Violence at Work and Working Time Regulations. E-Mail, Internet, Intranet, IT Monitoring, ICT Security, Records Management and Retention as well as financial and contract regulations, delegated powers, the Data Protection Act and the Freedom of Information Act.
- Must maintain high quality corporate and service standards and best practice as required.
- Must work towards achieving good performance on relevant performance indicators both local and statutory as part of a team.
- The post holder will liaise with staff to HoD level internally and with Members, members of the public, Parish Council's, organisations, contractors and suppliers externally.
- The post holder should seek the advice of the Head of Department on difficult or contentious issues.

### **4. Special Conditions**

- You will be required to attend evening meetings, work all reasonable hours to ensure deadlines are met and attend out-of-hours emergencies from time to time.
- You must keep up to date with and implement any changes insofar as they apply to your role be they new or amended legal requirements, internal and external policies or any Council or delegated decisions.
- Annual Leave not to be taken during college terms when on sponsored qualification courses. (e.g. Career Grade posts)

***This job description is a guide to the duties the post-holder will be expected to undertake. It is neither exhaustive nor exclusive and will be changed as working requirements dictate.***

## TENDRING DISTRICT COUNCIL

### PERSON SPECIFICATION

Job Title: Administrative **Support and Projects Assistant**

Post No: **NEW**

*It will help the assessment of your application if you ensure it addresses each of the requirements set out in this document.*

#### PROFESSIONAL & TECHNICAL DEVELOPMENT

1. GCSE (A\*-C) in English and Mathematics
2. NVQ level 3 in either Business Administration or Customer Service or equivalent
3. Level 2 Team Leading would be an advantage
4. Use of Word/Powerpoint/Excel/E Mail and other relevant IT systems. (a Level 2 IT qualification would be an advantage)
5. Experience of undertaking duties of a similar nature to those in the job description.
6. Ideally, experience of supporting a senior manager

#### COMPETENCY REQUIREMENTS

*The following competencies will be used in making the initial selection decision:*

##### 1.1 Deciding and Initiating Action

- a. Makes prompt, clear decisions which may involve tough choices or considered risks.
- b. Takes responsibility for actions, projects and people.
- c. Takes initiative, acts with confidence & works under own direction.
- d. Initiates and generates activity.

##### 2.1 Working with People

- a. Demonstrates an interest in and understanding of others
- b. Adapts to the team and builds team spirit
- c. Recognises and rewards the contribution of others
- d. Listens, consults others and communicates proactively
- e. Supports and care for others
- f. Develops and openly communicates self-insight such as an awareness of won strengths and weaknesses

##### 3.1 Relating and networking

- a. Establishes good relationships with customers and staff
- b. Builds wide and effective networks of contacts inside and outside the organisation
- c. Relates well to people at all levels
- d. Manages conflict
- e. Uses humour appropriately to enhance relationships with others

##### 6.1 Planning and organising

- a. sets clearly defined objectives
- b. Plans activities and projects well in advance and takes account of possible changing circumstances
- c. Manages time effectively
- d. Identifies and organises resources needed to accomplish tasks;
- e. Monitors performance against deadlines and milestones.

### **6.3 Following instructions and procedures**

- a. Appropriately follows instructions from others without unnecessarily challenging authority
- b. Follows procedures and policies
- c. Keeps to schedules
- d. Arrives punctually for work and meetings
- e. Demonstrates commitment to the organisation
- f. Complies with legal obligations and safety requirements of the role

*Applicants should note:*

- *That the above competencies are part of the Council's Universal Competencies Framework and there will be other competencies relevant to this role that will be used in the on-going appraisal of the person appointed.*
- *The successful postholder will be expected to undertake the personal development necessary to meet fully the requirements of the Role Description and Person Specification e.g. gaining a qualification to validate knowledge obtained through experience.*
- *Applicants should also take note of the requirements of the Career Grade for this post. The Career Grade details additional requirements that will be used to determine the pay rate on appointment and in the management of performance and pay progression after appointment.*