

JOB SUMMARY

Post Title	Household Support Fund Administrative Support Officer						
Job Family	<i>Business Support</i>	Pay Range	5	Line Manager to others?	No	Role profile ref	BS05
Service Area	<i>Commissioning and Partnerships</i>						
Line Manager	<i>Household Support Fund Project Manager</i>						
Location	<i>County Hall / Agile</i>						

Job Purpose			
<p>The purpose of this job is to provide a range of administrative support activity in support of the Household Support Fund project. This includes dealing with the administration of processes that includes general office duties, designing and maintaining databases and spreadsheets, diary management and high quality/speed word processing.</p>			
Job Context (key outputs of team / role to provide some specific examples of role profile accountabilities)			
<ul style="list-style-type: none"> • Preparation of materials for meetings and events. • Appropriate use of IT and / or financial systems including designing and maintaining databases and spreadsheets. • Undertaking general office duties such as high speed, accurate word processing and diary and inbox management. • Communicate clearly and effectively with personnel at all levels both internal and external to the organisation. • Undertaking appropriate research as and when required under instruction by and in support of Senior Managers. 			
Knowledge, Skills and Experience			
Role Profile requirements.	Job specific examples. (if left blank refer to left hand column)	Essential	Desirable
Practical experience within the relevant working environment.	<i>Prior experience in an administration environment</i> <i>Prior experience of supporting senior managers in a PA role</i>	*	*
Working knowledge of relevant processes and systems.	<i>Able to demonstrate good time management skills and able to prioritise own work</i> <i>Previous experience of minuting complex meetings, able to produce accurate and timely minutes</i> <i>Demonstrable ability to provide highly effective inbox and diary management</i>	* * *	
Knowledge of the service provided in own area.	<i>Previous experience of DWP grants</i>		*
ICT skills including use of Microsoft applications.	<i>Proficient with Microsoft 365 including Outlook, Word and Excel, MS Forms</i>	*	
Good verbal and written communication skills.	<i>Able to demonstrate effective verbal and written communication skills</i>	*	

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Numerate and accurate with attention to detail.	<i>Able to evidence a high level of accuracy</i>	*	
Understanding of how to deal with customers appropriately.	<i>Confident communicator and demonstrable ability to communicate effectively with colleagues at all level in the organisation</i>	*	
Qualifications			
Role Profile requirements.	Job specific examples. (if left blank refer to left hand column)	Essential	Desirable
Educated to GCSE level or equivalent	<i>GCSE Maths and English grade 9-4 or equivalent qualification or experience</i>	*	
Level 3 Business Administration or equivalent (including a requirement to work towards this level) or able to demonstrate equivalent experience.	<i>NVQ level 3 in Business Administration or able to demonstrate equivalent experience</i>	*	
Other Requirements			
May require relevant certifications including evidence of fluency in English language.			
RSA II (Word Processing) or equivalent professional qualification may be required.			