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| JOB DESCRIPTION |
| **Job Title:** | Administration Assistant (Maternity Cover) |
| **NJC Scale Point:** | NJC pt 9 (£20,903) |
| Hours: | 15 hours per week, over 3 working days (0.4 FTE) and such additional hours as are required by the business from time to time.Fixed term until 30 September 2022 |
| **Annual Leave:** | 26 days plus statutory and bank holidays (1 additional day after each year of service, up to a maximum of 31 days).  |
| **Location:** | Bath and any other location reasonably requested by the organisation.  |
| **Pension:** | Contributory pension scheme (employer’s contribution 7% to a minimum 3% contribution from employee). |
| **Accountable to:** | Infrastructure & Safety Service Manager |

#### Principle Purpose of the Job

Reporting to the Infrastructure & Safety Service Manager, the post holder will work within the Corporate Services team based in Bath, providing general administrative support across the organisation through day-to-day systems administration; procurement; record keeping and assisting the team on larger project work. Full training can be provided to the right applicant.

#### Key Duties and Responsibilities

* Providing systems administration support to staff across the organisation including escalating issues to relevant parties.
* Procurement and ordering of equipment and supplies. Ensuring stock levels are appropriate and that pricing is competitive.
* Arranging and coordinating maintenance at DHI buildings, dealing with contractors and ensuring the completion of all works and repairs to agreed standards.
* To provide administrative support and any other organisational tasks as required by the Infrastructure & Safety Service Manager. This will include monitoring the Admin team inbox and ensuring a timely response and resolution to queries coming in from across the organisation.
* Liaise with the Infrastructure & Safety Service Manager and other DHI teams to ensure the effective delivery of support functions.
* Any other reasonable duties as requested by the Infrastructure & Safety Service Manager.

**Monitoring & Administration**

* To comply with data collection and recording processes to ensure effective recording of information.
* Responsible for the timely and accurate provision of information for monitoring and reporting.
* To carry out all necessary administration in an effective and efficient manner to support the Corporate Services function.

#### Organisational Responsibilities

1. At all times adhere to DHI policies and procedures, with specific reference to:
* Confidentiality: ensure confidentiality at all times, only releasing confidential information obtained during the course of employment to those acting in an official capacity.
* Data Protection Act and Information Governance: to comply with the requirements of the Data Protection Act and all policies and procedures relating to Information Governance and security of data.
* Equal Opportunities and Diversity: to ensure that all service users, their partners, colleagues both within DHI and other partner organisations are treated as individuals by following DHI’s Equality and Diversity Policy.
* Health and Safety: to ensure you comply at all times with the requirements of the Health and Safety regulations and DHI’s Health and Safety Policy and Procedures. You are responsible for taking reasonable care with regard to yourself as well as any colleague, client or visitor who might be affected by an act or failure to act by yourself.
* Quality Assurance: to ensure all activities are managed in a way that supports DHI’s Quality Assurance systems.
* Safeguarding: DHI is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.
* Lone Working: to work in accordance with the DHI Lone Working policy and procedures.
1. At all times adhere to contract requirements, relevant legislation, good practice, with specific reference to: The DoH Drug Misuse and Dependence – Guidelines on Clinical Management; Ethical Framework for Good Practice NTA, NICE.
2. Participate in the organisational planning processes and contribute to the establishment of DHI’s business plan.
3. To perform as part of the Corporate Services and wider DHI team, attending and participating in regular meetings, appropriate training courses and in skills sharing sessions.
4. To participate in regular supervision and support.

This job description contains only the main accountabilities relating to the post and does not describe in detail all the duties required to carry them out. As duties and responsibilities change, the job description will be reviewed and amended in consultation with the post holder.

There is currently an organisational review of administrative support taking place which may mean that the responsibilities of the role may change during the fixed term contract.

**PERSON SPECIFICATION**

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| **ATTRIBUTES** | **ESSENTIAL CRITERIA** | **DESIRABLE CRITERIA** | **DEMONSTRATED BY (Application, Interview, exercise, other)** |
| **Experience** | * Experience of providing an efficient and effective administration service within a busy working environment.
 | * A collaborative worker, with the experience of building effective relationships with line managers and employees at all levels of the business.
 | Application & Interview |
| **Knowledge**  | * Able to work confidentially and appropriately with sensitive company information.
* Excellent literacy and communication skills and an experienced and competent user of MS Office applications and bespoke software packages.
 | * Knowledge of IT procurement & asset management and property maintenance would be an advantage.
* Health & Safety knowledge
 | Application & Interview |
| **Skills** | * Excellent interpersonal skills, with the ability to work effectively as part of a team.
* Excellent planning, time management and organisation skills.
* Excellent attention to detail and the ability to maintain a high level of accuracy and quality of work.
* Self-motivated, with the ability to manage own workload and varied priorities through to conclusion.
* Able to exercise effective judgment, sensitivity and creativity to changing needs and situations. The ability to find appropriate solutions and recommend areas for improvement.
 |  | Application & Interview |
| **Values and behaviours** | * A professional, confident and positive attitude.
* Shows enthusiasm, optimism, resilience and copes under pressure
* Flexible, proactive and responsive to change.
* Works in a way that aims to maximise the potential of others in their role.
* Commitment to equal opportunities and anti-discriminatory policy and practice.
* Able to work independently and collaborate with others
 |  | Application & Interview |
| **Other information** |  | * Driving Licence with access to vehicle and willingness to use it for work travel.
 | Application |