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| JOB DESCRIPTION | |
| **Job Title:** | Administration Assistant |
| **NJC Scale Point:** | NJC pt.9-19 (21,269-£25,927) depending on experience |
| Hours: | 37.5hrs and such additional hours as are required by the business from time to time. |
| **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:** | Southgate Street 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:** | Health, Safety & Facilities Manager |

#### Principle Purpose of the Job

Reporting to the Health, Safety & Facilities Manager. The Administrative Assistant will support Corporate Services by providing general administrative support to the organisation. This will encompass the range of services for which the Corporate Services are responsible, including Health & Safety, management of IT and telephones, buildings management, Health & Safety compliance and housekeeping.

#### Key Duties and Responsibilities

1. To take provide administrative responsibility and support where required for all DHI offices.

2. To provide health & safety. Facilities and IT support and advice and to ensure the offices and Communal areas comply with all relevant health and safety legislation.

3. To be responsible for the upkeep of stationery and housekeeping supplies, ensuring that prices are competitive and quality appropriate.

4. Co-ordinate, order processing and ensuring deliveries are checked and stored or forwarded to the appropriate staff.

5. To be responsible for the maintenance of equipment, ensuring it is in good working order and, where appropriate, staffs are trained in its use, ensuring appropriate stock levels for consumables it maintained and dealing with contractors.

6. To provide other administrative support and any other organisational tasks as required by the Health, Safety & Facilities Manager.

7. Liaise with the Health, Safety & Facilities Manager and other teams of DHI to ensure the effective delivery of support functions.

8. Any other reasonable duties as requested by the Health, Safety & Facilities Manager.

#### 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.

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.

**PERSON SPECIFICATION**

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| **ATTRIBUTES** | **ESSENTIAL CRITERIA** | **DESIRABLE CRITERIA** | **DEMONSTRATED BY (Application, Interview)** |
| **Experience** | * A collaborative worker, with the experience of building effective relationships with line managers and employees at all levels of the business. * Experience of providing an efficient and effective administration service within a busy working environment. |  | 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. |  | Application & Interview |