

Job Profile comprising Job Description and Person Specification

Job Description

Job Title: Administrative Assistant	Grade: Scale 4
Employer: Western Riverside Waste Authority	
Responsible to following manager: Finance and Administration Officer	Responsible for following staff: None
Last review date: December 2024	

Job Purpose

To assist the Finance and Administration Officer in the day-to-day smooth running of the office and provide administrative back up for the General Manager, Assistant General Manager and Deputy General Manager whenever necessary.

Specific Duties and Responsibilities

1. To be the main officer receiving telephone and email enquiries from the public, responding to more routine queries and referring more complex queries to the relevant colleague.
2. Be the main point of contact for visitors to the WRWA Administration Office, i.e. by providing details of the office location, greeting visitors on arrival and ensuring arrangements are in place ahead of their arrival, e.g. ensuring PPE requirements are met.
3. Organise and attend meetings as required, including:
 - a. coordinating calendars for the General Manager, Deputy General Manager, Assistant General Manager and arranging meetings with constituent council officers, external bodies and businesses;
 - b. issuing meeting agendas;
 - c. taking notes on agreed actions.
4. Assist in the preparation, printing and distribution of reports and deal with correspondence.

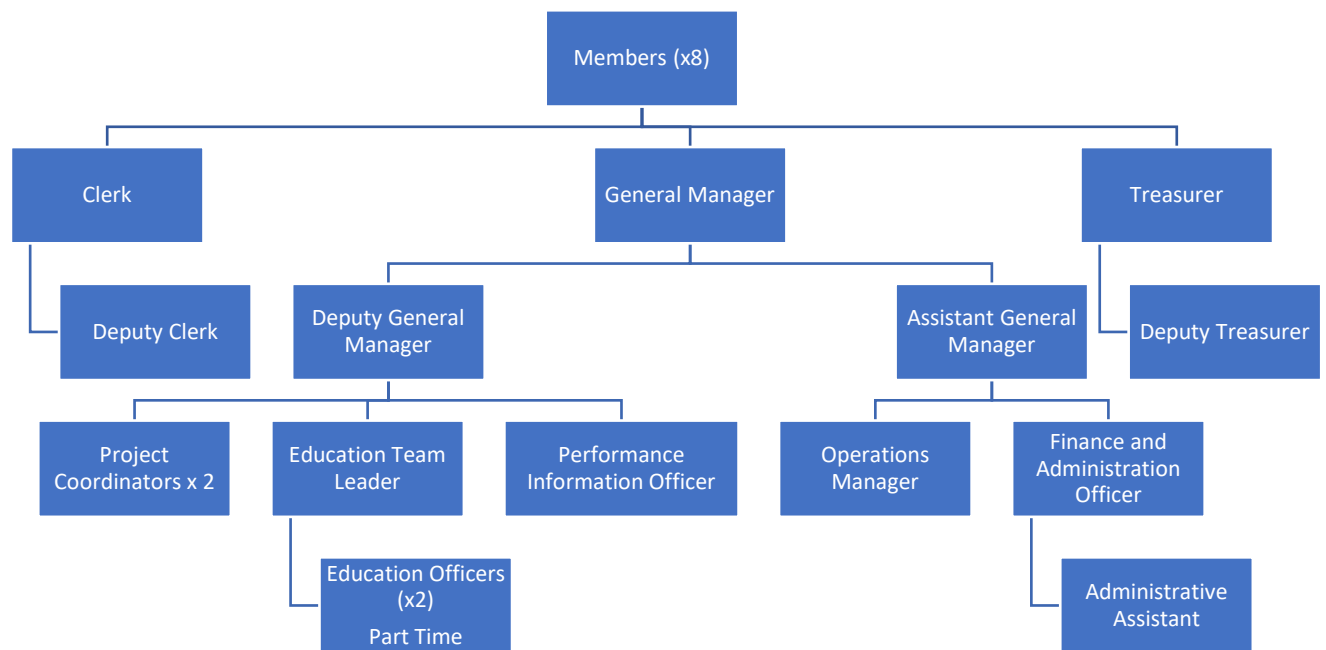
5. Maintain the Authority's Office Inventory, ensuring it is available for Audit, as required.
6. Help develop and maintain systems for archiving and retrieval of critical documentation (electronic and hardcopy).
7. Maintain and update records, carry out routine filing.
8. To assist the Finance and Administration Officer in administering the personnel function of the Authority, by completing returns and maintaining files and records.
9. To assist the Finance and Administration Officer in the administration aspect of the recruitment and selection process.
10. To assist the Finance and Administration Officer in the organising of events.
11. To acknowledge Freedom of information requests and complaints, records response deadlines, and maintains a record of responses.
12. To assist the Assistant General Manager with the updating of the Authority's website.
13. Carry out general office duties as directed, including photocopying, ordering office supplies and services.
14. Assist colleagues in all areas of work within the Administration Office.

Generic Duties and Responsibilities

- To contribute to the continuous improvement of the services of Western Riverside Waste Authority
- To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety.
- To adhere to security controls and requirements as mandated by the Authority's policies, procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems
- To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
- To understand the Authority's duties and responsibilities for safeguarding children, young people and adults as they apply to the role within the Authority.

- The profile is not intended to be an exhaustive list of the duties the post holder will carry out. Other reasonable duties commensurate with the level of the post, including supporting emergency and priority situations, will form part of the role.

Organisation structure



Person Specification

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Person Specification Requirements			Assessed by A/I/T/C (see below for explanation)
Knowledge	Essential	Desirable	Assessed
Ability to use MS Office-based IT including email, and MS Word	✓		A/I
Strong awareness of diversity and inclusion	✓		A/I
English language and mathematics skills at least equivalent to 'O'level/GCSE standard		✓	A/I
Experience of taking meeting notes		✓	A/I
Skills			
An ability to communicate clearly in spoken and written English	✓		A/I/T
Good organisational and planning skills with ability to prioritise workload and meet deadlines	✓		A/I
A high level of attention to detail and ability to produce work of a consistently high standard	✓		A/I
An ability to work on own initiative as well as working as a member of a team	✓		A/I
Ability to develop positive effective working relationships with a range of people	✓		A/I

A – Application form
T – Test

I – Interview
C - Certificate