**Job Profile comprising Job Description and Person Specification**

**Job Description**

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|  **Job Title:**  Administrative Officer | **Grade**: Scale 6 |
| **Section:** Estate Services | **Directorate:** Housing and Regeneration |
| **Responsible to following manager:**Senior Administrative Officer | **Responsible for following staff:**N/A |
| **Post Number/s:** | **Last review date:**  |

**Working for the Richmond/Wandsworth Shared Staffing Arrangement**

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth Councils. The overall purpose of the Shared Staffing Arrangement is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

The Shared Staffing Arrangement aims to be at the forefront of innovation in local government and the organisation will invest in the development of its staff and ensure the opportunities for progression that only a large organisation can provide.

**Job Purpose**

To provide administrative support across the Estate Services Teams (repairs and non residential) utilising the departments computerised housing management system, document management and other IT systems. Duties include assisting Estate Services Officers, decision making and deputising for Senior Officers in their absence, with regards to cleaning and maintenance enquiries.

**Specific Duties and Responsibilities**

1. Responsible to the Senior Administrative Officer (S02) for the provision of comprehensive technical and administrative support to professional staff in the repairs team.

2. Deals with residents and the public generally by email, in writing, by telephone on a wide range of housing and related subjects including communal repairs, cleaning, answering service queries and complaints, supporting, giving advice and guidance. Assesses vulnerable residents with tact, persuasion and sensitivity often dealing with challenging behaviour.

3. Assists with the administration of vacant non-residential properties processing and monitoring, ensuring that the housing management system and all other relevant records are kept up to date and processed swiftly and accurately in line with procedures. Arranges appointments for prospective tenants to view vacant units, arranges sign-ups, liaising with the Rent Section as necessary. Advises tenants on responsibilities with tenancy conditions. Refers all cases to rent arrears, collection of garages/store sheds vacation notice and keys. Attends site as and when necessary to post inspect repairs.

Handles cheques received as payment for non-residential units.

4. In complex cases deal with other departments and various organisations such as Estate Managers, Area Housing Managers and Senior Admin Officers, maintenance contractors and Co-op staff, cleaning supervisors and Wandsworth Emergency Control.

5. Assist in providing written responses to Members enquiries.

6. Liaises with cleaning, repairs contractors, waste management and support services on a regular daily basis. Frequently requests contractors attendance on urgent jobs. Chases contractors and answers their queries with regards to the services they provide including variation orders and overdue jobs.

7. Make decisions daily which have a significant impact on the service provided to the residents and members of the public borough wide.

8. Carries out duties effectively and efficiently utilising detailed knowledge, skills and understanding of all the technical, professional, operational and specialist areas. Be able to deal with complex situations in the absence of the Senior Administrative Officer across several disciplines of communal repairs, cleaning, asbestos and fire safety.

9. Ensures contractors are available to gain access to properties when necessary by liaising with Wandsworth Emergency Control and Senior Estate Services Officers.

10. Issues repair orders to maintenance and specialist contractors ensuring accuracy of schedule coding. Makes appointments with residents as necessary under the repairs appointment scheme. Issues inspection requests in cases where repairs require pre-inspection. Attend site to examine repair requests on complicated orders to assist contractors, also to carry out post inspections of repairs orders, as and when required.

11. Deal with emergency and incident reports, updating records and ensuring orders are raised to contractors as necessary.

12. Works on frequently and conflicting priorities due to the high volume of resident telephone calls and contractors reports received regularly throughout the working day. Works under high pressure and multitasks as a routine effectively prioritising to meet strict deadlines.

13. Monitors contractors’ performance by producing periodical statistics regarding orders over target date, disputes and outstanding invoices, producing reports and following up with appropriate action. Requests additional information of works and finished dates as well as assisting with requests for time extensions or incomplete jobs outside of target dates.

14. Maintains the contract filing and document management system and staff with day to day filing of contract information for work projects undertaken by the department taking great care when collating files.

15. Ensures that the internal computer recording system and all other relevant records are kept up to date and processed swiftly and accurately in line with procedures, particularly in relation to urgent repairs.

16. Check invoices for accuracy ensuring the schedule items on the order match those on the invoice and where this is not the case ensure appropriate variations are raised and approved or invoice disputed.

17. Processes all contractors’ invoices within the corporate timescale and oversees prompt payment. Checks for administrative and arithmetical accuracy and deals with queries and disputes. Ensures all relevant documentation is included and passes invoices to relevant staff for payment approval and certification. Clears approved and certified invoices for payment and crosschecks accuracy of the following days’ certification document. Monitors all orders for correct coding and where applicable charges to insurance.

18. Issues parking permits for staff and contractors.

19. Assists in the overall provision of the graffiti removal service, processing orders and payments to contractors, keeping office and administrative procedures up to date. Site visits as and when necessary to carry out pre and post inspections.

20. Scans all cleared invoices into Civica and retrieves same when required to answer audit, service charge and other enquiries.

21. Checks contractor statements, investigates cases of non-payment and cross checks with ledger for payment details.

22. Administers rechargeable works on occasions determining whether work should be rechargeable, collates supporting evidence for referral to Finance Department.

23. Carries out checks to ensure that orders are coded with the correct finance codes.

24. Carries out telephone post inspections and logs for completed works orders, also logs post inspections following Officers visits.

25. Arranges for the ordering of specialist equipment as needed/directed. Issues orders for supplies and services ensuring the correct expenditure codes are used and best value for money obtained. Receipting goods and resolving discrepancies resulting from invoicing and payment issues using the Council’s procurement system.

26. Arrange contractors quarterly meetings and any other meetings relevant to the section. Attends meetings when required and takes and produces accurate minutes.

27. Carries out the distribution of post when received. Ensures that all correspondence is logged and acknowledged ensuring that standard responses are sent as appropriate and the appropriate systems and databases are regularly updated.

28. Ensures all work is completed on-line and via the document management system aiming to keep use of paper to a minimum. Responsible for scanning and indexing of all documents received and quality checking to ensure all documents are scanned and legible. Carry out archive scanning as and when required.

29. Help with training new members of staff with the admin section on procedures and using the computer systems, ensuring they fully understand all procedures and processes.

30. Undertakes other duties commensurate with the grade of the post.

**Additional Information**

31. Must be able to cover the teams’ duty rota from 9.00am to 5.00pm.

32. Undertakes available training opportunities and shows a commitment to continuous development, maximising potential and ensuring the efficient delivery of Council services and participating in the staff development and appraisal scheme.

**Generic Duties and Responsibilities**

* To contribute to the continuous improvement of the services of the Boroughs of Wandsworth and Richmond.
* 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 SSA’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 both Councils’ duties and responsibilities for safeguarding children, young people and adults as they apply to the role within the council.
* The Shared Staffing Arrangement will keep its structures under continual review and as a result the post holder should expect to carry out any other reasonable duties within the overall function, commensurate with the level of the post.

**Person Specification**

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|  **Job Title: Administrative Officer** | **Grade**:  |
| **Section: Estate Services** | **Directorate**: Housing and Regeneration |
| **Responsible to:****Senior Administrative Officer** | **Responsible for: N/A** |
| **Post Number/s:** | **Last Review Date:**  |

**Our Values and Behaviours**

The values and behaviours we seek from our staff draw on the high standards of the two boroughs, and we prize these qualities in particular:

**Being open.** This means we share our views openly, honestly and in a thoughtful way. We encourage new ideas and ways of doing things. We appreciate and listen to feedback from each other.

**Being supportive.** This means we drive the success of the organisation by making sure that our colleagues are successful. We encourage others and take account of the challenges they face. We help each other to do our jobs.

**Being positive.** Being positive and helpful means we keep our goals in mind and look for ways to achieve them. We listen constructively and help others see opportunities and the way forward. We have a ‘can do’ attitude and are continuously looking for ways to help each other improve.

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| **Person Specification Requirements** | **Assessed by** **A**  **&**  **I/ T/ C (see below for explanation)** |
| **Knowledge**  |
| 1. A knowledge and understanding of ordering works and services and invoicing processes.
 | A & I |
| 1. An understanding and commitment to the Council’s Equalities policies and an awareness of the Council’s safeguarding requirements.
 | A & I |
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| **Experience**  |
| 1. Experience of general administrative duties maintaining general office and electronic records.
 | A & I |
| 1. Experience of communicating effectively with the public and contractors over the phone, via email, in person and in writing, including drafting non standard letters, emails and memorandums.
 | A & I |
| 1. Experience of using and interrogating various IT systems including Microsoft Office, particularly Word and Excel.
 | A & I |
| 1. Experience of managing and being responsible for an individual workload.
 | A & I |
| **Skills**  |
| 1. Must be tactful, diplomatic and flexible when communicating with the public, members and senior managers at all levels within the Council.
 | A & I |
| 1. Ability to work flexibly on your own without supervision and as part of a team.
 | A & I |
| 1. Ability to prioritise high volume workloads to meet constantly changing demands and deadlines continually working under pressure.
 | A & I |
| 1. Numerate with the ability to process and calculate large amounts of data and carry out mathematical calculations, such as percentages.
 | A & I/T |
| 1. Ability to quickly understand new processes and procedures and be able to train others in these skills.
 | A & I/T |
| **Qualifications**  |
| None |  |

**A – Application form / CV**

**I – Interview**

**T – Test**

**C - Certificate**