

## Environment and Regeneration Department

**Administrative Assistant** - Permanent Part Time Role – 18.5 hours per week  
Grade 5 (SCP 20-26) £26,575 - £31,780 pro - rata

We are looking to recruit a permanent part time Administrative Assistant to join our Directors Central Support Team. If you are self-motivated, trustworthy and enthusiastic and have previous experience within an administrative or customer service role then we would welcome an application from you. This is a wide ranging role working closely with various staff to provide a confidential, administrative service to the Directors and Senior Officers of the Council.

An application pack can be obtained from the HR Department on 696455, downloaded from [www.douglas.im](http://www.douglas.im) or collected from the Henry Bloom Noble Library. Closing date for the receipt of completed applications is 5.00 pm, Friday, 30<sup>th</sup> August 2019.

**Miss K J Rice, Chief Executive,** Town Hall, Ridgeway Street, Douglas, Isle of Man,  
IM99 1AD

## **DOUGLAS BOROUGH COUNCIL JOB EVALUATION JOB DESCRIPTION**

<b>DEPARTMENT</b>	Environment and Regeneration
<b>SUB-SECTION</b>	(Directors' Central Support Team)
<b>DESIGNATION</b>	Administrative Assistant
<b>REPORTS TO</b>	Personal Assistant/Administrative Officer
<b>DURATION</b>	Permanent
<b>GRADE</b>	5 (Spinal Column Points 20 – 26) (£26,575 - £31,780) pro - rata
<b>HOURS OF DUTY:</b>	Monday – Friday (18.5 hours per week) (daily: specific hours to be agreed – <b>must cover 11.50 am – 2.10 pm period</b> )

### **MAIN PURPOSE OF THE JOB**

Assist the Personal Assistant/Administrative Officer in providing a confidential, administrative service to the Directors and senior officers of the Council.

### **SUMMARY OF RESPONSIBILITIES AND PERSONAL DUTIES**

1. As a member of the Directors' Central Support Team, to assist with the provision of a confidential secretarial and administrative service specifically to the Directors and senior officers of the Council. Assist with electronic diary management including the booking of meetings and events.
2. Be familiar with the main tasks of the Directors' Central Support team and work as an integral part of a flexible staff resources working as a multi-functional team each capable of assisting in other areas of work when occasion demands.
3. Ensure the presentation of correspondence and documentation processes conform to the standards and requirements of the Directors and the Council.
4. Assist with or provide reception and other absence cover for other administrative staff, if and when required, by agreement between Chief Officers or their senior representatives.
5. Progress provision and formatting of report and supporting documentation as required for agenda preparation and any correspondence and mail merge activity as necessary.
6. Assist with the collation, compilation and monitoring of incoming and outgoing post, ensuring audit procedures for all cash received by post are adhered to giving priority to those items identified as urgent. Exercise discretion as to those matters which need to be brought to the attention of the Chief Officers.
7. Assist with the maintenance of credit and operation of the franking machine including the supply of consumables.
8. Assist with the ordering of stationery supplies, monitoring stocks and replacing as necessary including ordering goods and services as required.

9. Assist with the co-ordination of tender procedures for the departments.
10. Provide and manage a diary of appointments for the Directors. Convene and co-ordinate internal and external appointments and meetings. Take minutes as required by the Chief Officers. Make conference and travel arrangements for senior officers.
11. Filing and retrieval from files of correspondence reports records and other documentation, photocopying; maintaining information and administrative systems ensuring all work is undertaken to a high standard. Archiving of correspondence and documentation.
12. Work with minimum supervision and make administrative decisions based on broad understanding of relevant policies or operational requirements.
13. Assist in developing and progressing the Council's website providing information for Douglas ratepayers.
14. Comply at all times with the Council absence reporting procedures ensuring the Personal Assistant/Administrative Officer is immediately advised on any occasion when ill-health prevents attendance at work.
15. Bring to the attention of the Personal Assistant/Administrative Officer any matters of a sensitive nature.
16. Total compliance with the Council's 'Smoke Free Workplace' policy in vehicles and other buildings.
17. Ensure equality of opportunity for all people, in service provision and in employment, and to work in a non-discriminatory manner in accordance with the Council's Equal Opportunities Policy.
18. Ensure the Chief Officers are kept fully informed of any issues of a significant, important, personnel, political or sensitive nature.
19. Compliance with the provisions of the Isle of Man Data Protection Act 2018, the Computer Misuse Act 1990, Council policies, procedures, Standing Orders and Financial Regulations and any other relevant legislation.
20. Responsible for the health and safety of the staff of the Section and for the safety of the public and other staff who come into contact with any aspect of Section's duties being undertaken.
21. Participate fully in discussions relating to any changes deemed necessary to the job description, reaching mutual agreement to any reasonable changes with the Council reserving the right to implement reasonable changes to the job description after consultation with the post holder, if not agreed by mutual consent.
22. Such other duties within a similar level of responsibility as may from time to time be required by the Secretary/Administration Officer or by the Chief Officers.

## **SELECTION CRITERIA**

### **Essential**

1. Previous experience in an administrative or customer service role
2. General education (GCSE or equivalent grades A-C including Mathematics and English)
3. Knowledge of Microsoft Office and excellent keyboard skills
4. Excellent organisational skills with the ability to work under pressure during busy periods
5. A flexible approach and the ability to deal with changing priorities
6. A working knowledge of office routines, equipment and procedures
7. A good standard of interpersonal, written and oral communication skills as well as an excellent telephone manner
8. Ability to work effectively, independently, and as part of a team
9. Enthusiastic and self-motivated
10. Ability to respond appropriately and helpfully to all customers/members of the public

### **Desirable**

1. Public Sector experience
2. An understanding of the operations and functions of a local authority
3. Political sensitivity

---

Signed

\_\_\_\_\_

Signed Line Manager

\_\_\_\_\_

Signed Chief Officer

\_\_\_\_\_

Date

\_\_\_\_\_