

**Job Description and Person Specification
Senior Administrator**

Document owner Head of HR Services	Document no
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Job Description

Directorate Chief Executive	Grade E
Service Governance	Job evaluation number A3466
Reports to Head of Governance and Assurance	Responsible for n/a

Job purpose and role

- To assist the governance team in the delivery and promotion of the highest standards of assurance across the organisations governance and regulatory frameworks.
- To provide an effective, efficient and proactive administrative support service to the leadership team and board

Main duties and key result areas

- To co-ordinate and administer meetings as required (arrange, attend, minute as well as preparing, monitoring and updating action plans, etc.)
- To liaise as required with board and other key strategic stakeholders
- To offer excellent presentation and report writing skills ensuring compliance with quality and corporate standards
- To administer the policy review framework, ensuring policy development and review is managed effectively
- To provide a proactive, forward thinking diary management service for both internal and external meetings utilising Microsoft Outlook and other platforms (e.g. video conferencing)
- To be responsible for the logistical arrangements for board and executive meetings including arranging venues, hospitality and associated administration
- To arrange and co-ordinate away days, conference attendance, travel and accommodation as required
- To manage corporate contacts, email groups and telephone services for the department
- To assist the Governance Manager in maintaining data and file management in line with GDPR requirements



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The above is not an exhaustive list of duties required. You will be required to undertake any other reasonable duties in line with the purpose and grading of the role.

ALL employees are expected to:

- Live the company values so that the highest standards of customer care can be achieved
- Be committed to diversity and inclusion of all, promote value for money, efficient services, so that excellence in all that we do is pursued through continuous improvement
- Contribute to development of and strive to meet departmental, team and individual targets
- Participate in the staff appraisal and development scheme, one to one performance discussions and attend identified training to ensure continuous learning and improvement
- Comply fully with the Code of Conduct, health and safety requirements, legislation, regulations, policies and procedures
- Attend meetings or provide services outside of the usual working hours where reasonably requested to do so
- Promote value for money and continuous improvement within the service area
- Have an overall understanding of the risks and implications associated with the requirements of the role and takes appropriate action to mitigate any potential consequences.

Signed _____ Date _____

Print Name _____

Version No	Revision Date	Reason for Revision
1		New role

Person specification

Attribute	Detail	Essential or desirable
Skills and abilities	Excellent administrative, organisational and prioritisation skills and the ability to thrive in a challenging environment	E
	Ability to work cohesively with others organising department workload and priorities to deliver work which meets agreed deadlines	E
	Ability to forward plan as well as consider and respond to consequences as a result of last minute change	E
	Strong interpersonal skills including the ability to relate well to others, communicate confidently with colleagues across the organisation and establish positive relationships across a wide range of stakeholders	E
	An understanding of discussions and debating/meeting forum, taking minutes, recording decisions accurately and proactively managing action trackers	E
	Excellent IT and presentation skills	E
	Financial and budgetary skills appropriate to the role	E
Knowledge and experience	Proven experience of supporting and administering executive, board and committee meetings	E
	Knowledge of working within governance, compliance and regulatory frameworks	D
	Experience of working within a corporate events/hospitality environment, establishing and maintaining the highest of standards	D
Qualifications	Full driving licence (if you have a disability we will explore reasonable adjustments with you)	E
	NVQ level 3 in business administration or relevant exempting experience	E
Personal attributes	Flexible and open to change	E
	Professional and customer orientated approach	E
	Effective team worker	E
	Committed to inclusion, equality and diversity	E
	Aligned to the aims and values of the company	E
	Committed to personal and professional development	E
	Proactive and committed to continuous improvement in service delivery	E
	Collaborative approach: one company, one team	E
Focussed on leading, coaching, empowering and motivating employees	E	



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Attribute	Detail	Essential or desirable
	Committed to team development and identification of on-going training needs	E
	Willing to take ownership and be accountable for decisions and actions	E
	Ensures decisions and actions are in line with company values, policies and guidelines	E