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| Role Profile | | Administration AssistantBand B | 389_uf1 |
| **To provide an administrative support service to all members of the Corporate Services Department. The post will be based at Lifewise Centre and assist in the running of the centre.** | | | |
| Core Responsibility | Activities | | |
| **Personal Responsibility** | Promote equality, diversity and Human Rights in working practices  Comply with health and safety legislation  Complete administration procedures  Maintain standards of professional practice  Work as part of a team  Make best use of technology | | |
| **Administration Support** | Input, retrieve and present data using a computer  Maintain a record management system  Prepare and print documents using a computer  Photocopy, present and distribute documents  Review retain and dispose of records and information | | |
| **Managing the Organisation** | Gather information to support action  Provide customer service  Provide specialist advice and knowledge  Participate in meetings | | |
| **Finance & Resources** | Order, store and distribute supplies  Maintain effective payment systems  Contribute to the effective control of the business | | |
| Behavioural Framework | | | |
| Respect for Race and Diversity A  Openness to Change C  Teamworking C  Effective Communication C  Problem Solving C  Planning and Organising C  Personal Responsibility B | | | |