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| Role Profile | Administration Assistant Band 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 practicesComply with health and safety legislationComplete administration proceduresMaintain standards of professional practiceWork as part of a teamMake best use of technology  |
| **Administration Support** | Input, retrieve and present data using a computer Maintain a record management systemPrepare and print documents using a computerPhotocopy, present and distribute documentsReview retain and dispose of records and information |
| **Managing the Organisation** | Gather information to support actionProvide customer serviceProvide specialist advice and knowledgeParticipate in meetings |
| **Finance & Resources** | Order, store and distribute suppliesMaintain effective payment systemsContribute to the effective control of the business |
| Behavioural Framework |
| Respect for Race and Diversity AOpenness to Change CTeamworking CEffective Communication CProblem Solving CPlanning and Organising CPersonal Responsibility B |