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| Clerical Officer**SALARY GRADE: HBC2** | Halton Borough Council resourcing@halton.gov.uk |
| Working at Halton |
| All our colleagues at Halton have made a positive commitment to delivering great outcomes for our communities. Whoever joins us will share that passion for outstanding service, and strongly align with the values which define our workplace culture: * Working Together – building fantastic relationships with colleagues and customers
* Continuous Improvement – keeping great service delivery at the heart of everything we do
* Personal Growth – learning, growing and developing ourselves
* Accountability – doing what we say we are going to do
* Inspiring Leadership – positive roles models and leading by example

*To read more about our values, click* [*HERE*](https://haltoncouncilcareers.co.uk/values/)**We are immensely proud that when asked what’s great about working for Halton, the most popular response from our workforce has been ‘*our colleagues’*.**Aside from working with a great team, our employees have access to a fantastic range of benefits, including:* A generous annual holiday allowance starting at 34 days per year (including bank holidays), increasing with long service
* Membership of our defined benefit, salary-linked pension scheme with generous Employer Contributions
* 3 x Salary Life Cover via Local Government Pension Scheme
* Investment in your personal development
* Free Car Parking at HBC sites
* Flexible working arrangements available
* Extensive employee benefits platform including discounted shopping, car leasing, gym memberships, wellbeing hub and Employee Assistance Programme.

*For further information about all the benefits we offer, please click* [*HERE*](https://haltoncouncilcareers.co.uk/benefits/)*.* |
| About the Job  |
| The Records Management Unit (RMU) was set up in 2014 and is located on Picow Farm Road, Runcorn, and shares the site with the Open Spaces Services Division. It consists of an office within the main RMU warehouse building, and several other archive store buildings. Key functions of the RMU are to: * Manage the Authority’s records in a secure, legally compliant and economically efficient way.
* Support the Authority’s Property Management Strategy by freeing up office space to allow greater utilisation of existing space and the opportunity to rent out offices to external companies for income generation.
* Encourage business change throughout all council departments by promoting the move away from paper to electronic records creation, conversion, and storage.

In this role you will be responsible for:* Maintaining manual and computerised filing systems to enable up to date and accurate information to be retained and retrieved
* Responding to telephone/email enquiries and taking messages as appropriate
* Ordering, receiving and issuing stationery, IT equipment and services as requested and maintaining appropriate records
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| About You |
| You will have experience of the following:* Using electronic and manual filing systems for information storage and retrieval
* General clerical experience and the ability to type
* Using and inputting data into databases
* Knowledge and use of Microsoft Office products such as Word and Excel
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