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| **Administration officer****SALARY GRADE: hbc3** | 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 / hybrid working arrangements available
* Car leasing schemes

*For further information about all the benefits we offer, please click* [*HERE*](https://haltoncouncilcareers.co.uk/benefits/)*.* |
| About the Job  |
| Provide administrative support to clients of the administration shared serviceMore specific responsibilities include:* Responsible for data entry onto service specific IT systems
* Provision of administrative support to customers of the shared service when preparing for audits and inspections
* Creation and assistance in the maintenance of manual and computerised filing systems to enable up to date and accurate information to be retained and retrieved
* Assistance in the administration of financial transactions including placing orders, goods receipting and dealing with enquiries
* Responsible for the efficient organisation of internal, external and multi-agency meetings including arranging meetings, preparing and sending out agendas, booking rooms, attending and taking minutes of meetings, distributing minutes and following up on actions as appropriate
* Respond to with service specific enquiries, assess the urgency of enquiries and handle appropriately
* Provision of a word processing service including typing letters, short reports, presentations, client notes etc
* Responsible for updating and monitoring Council’s Record of employee lone working
* Provision of general administrative support as and when required including filing and photocopying
* Undertake any other duties and responsibilities as may be assigned from time to time, which are commensurate with the grade of the job.
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| About You |
| You will hold 3 GCSEs including Maths and English, or be able to demonstrate relevant experience.In addition you will have:* Experience of managing administrative and information systems
* Thorough knowledge, use and experience of IT packages including Microsoft Office, Microsoft Excel
* Experience of meeting administration including taking minutes and organising meetings using Microsoft Outlook
* An awareness of the importance of confidentiality
* Excellent communication skills
* Good typing skills
* Ability to work to tight deadlines
* A willingness to work as part of a team

The Council and its schools are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff, workers and volunteers to share its commitment. |
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