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| **Administration Officer** Halton Borough Council  resourcing@halton.gov.uk  **SALARY GRADE: HBC3** |  |
| 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 * Car leasing schemes   *For further information about all the benefits we offer, please click* [*HERE*](https://haltoncouncilcareers.co.uk/benefits/)*.* |
| About the Job |
| The Administration Support Officer plays a vital role in supporting the operational and strategic functions of the Community &  Greenspace service, with a particular focus on community safety, domestic abuse, enforcement, CCTV operations, and  emergency planning.  This position provides essential administrative and coordination support to ensure the smooth delivery of services that  protect and enhance the wellbeing of local communities.  In particular the role will:   * Manage sensitive information, liaising with internal teams and external partners, maintaining accurate records, and   contributing to the development of responsive and effective service delivery.   * It is 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.   * In addition to core responsibilities, the officer also supports wider community and greenspace initiatives, helping to   foster safe, inclusive, and vibrant public spaces. | |
| About You To be successful in the role, you will have the following: |
| * Experience of managing administrative and information systems including taking minutes and organising meetings * Thorough knowledge, use and experience of IT packages including Microsoft Office * Excellent communication skills * Ability to work to tight deadlines and to understand the importance of confidentiality * 3 x GCSE Grade C passes or equivalent qualifications to include Maths and English, or the ability to demonstrate relevant experience   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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