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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 * 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 | |
| As an Administration Officer, your main responsibility will be to provide administrative support to clients of the Children’s Services.  More specific responsibilities include:   * 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 * Monitoring performance management systems and maintaining computerised bespoke filing system * Data entry onto service specific IT systems, ensuring accurate information can be retained and retrieved * Assistance in the administration of financial transactions including placing orders, goods receipting and dealing with enquiries * Responding to service specific enquiries and telephone queries, assessing the urgency and handling appropriately, taking messages where needed * Provision of typing service including typing letters, short reports, presentations, client notes etc * General administrative support as and when required, including filing and photocopying * Providing information and advice about the council and the services it offers to customers in the most appropriate format to meet their needs, both face to face and over the telephone * Undertaking any other duties and responsibilities as may be assigned from time to time, which are commensurate with the grade of the job | |
| About You | |
| For this role, it is essential that you are educated to GCSE standard or equivalent and ideally should have 5 passes at grade C or above, including English and Maths.  In addition you will have:   * Experience of managing administrative and information systems, taking minutes and organising meetings using Microsoft Outlook * Thorough knowledge, use and experience of IT packages including Microsoft Office * An awareness of the importance of confidentiality * Good typing skills and the ability to work to tight deadlines * Excellent communication skills and 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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