

POST REF: GSS-PAO/1

POST TITLE:	Project Admin Assistant
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SERVICE:	Genesis Support Services - Administration
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- 1 Whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings therefore may have been used below, in which case all the usual associated routines are naturally included in the job description.
- 2 Employees should not refuse to undertake work which is not specified on this form but they should record any additional duties they are required to perform and these will be taken into account when salaries are reviewed.

PRIME OBJECTIVES OF THE POST:

To contribute to the success of the organisation by:

- Managing the administrative functions for the Genesis Support Services encompassing the service delivery offices and accommodation attached to it.
- To provide support to professional staff within the Service.
- To manage and control the office budget.

SUPERVISORY/MANAGERIAL RESPONSIBILITIES:

Will not have any direct responsibility for staff but may be ask to assist in the induction of new staff.

SUPERVISION AND GUIDANCE:

- Responsible to the Administration Manager for provision of a professional administrative service within Genesis Support Services policies, practice and procedures.
- The post is self supervisory on a daily basis and will report to the Line Manager for discussion and consultation.
- Raising areas of concern immediately with relevant manager

RANGE OF DECISION MAKING:

- Using initiative within the Organisation.
- Admin and Support Service, prioritising the work and allocating and undertaking the workload to ensure the operational needs of Genesis Support Services are met.
- Will develop systems and office or administrative procedures using all the facilities of organisation including systems to ensure effective utilisation of the information available.
- Responsible for the implementation and application of the Data Protection Act and the implementation of the financial policies within Genesis Support Services.

RESPONSIBILITY FOR ASSETS, MATERIALS ETC:

- Access to confidential information.
- Safe key holder and banking of cash.
- Responsible for the buildings and their general state of repair.
- Liaising as appropriate with Architects etc.
- Responsible for office equipment

WORKING CONDITIONS:

See Principal Statement document or Casual Services Agreement.

RANGE OF DUTIES

- 1 To provide flexible, effective and efficient clerical, administrative and reception to the organisation.
- 2 To plan in conjunction with Support Managers and staff an effective service to young people.
- 3 Responsible for the health and safety of self and other staff. Will ensure an awareness of the organisations Health and Safety policy and procedure.
- 4 To regularly produce financial projections for the organisation.
- 5 To prioritise the workload, allocating as appropriate to meet the needs of the Service and professional staff and attached projects.
- 6 To ensure that a wide range of clerical and administrative services are available to meet the needs of the service, including any staff using the offices as an operational base.
- 7 To liaise with support staff over the efficient and effective deployment of staff in relation to changing work priorities.
- 8 To ensure the effective functioning of systems; to maintain the security and confidentiality of all records, whether of a manual or a computerised nature within the requirements of the organisation.
- 9 The maintenance and development of manual and computerised systems of storing and utilising information in order that statistical data and reports can be compiled, to meet the wide ranging demands of the service.
- 10 To ensure the effective systems in place to account for all cash transactions within the organisation, ensuring the safe keeping and banking of monies as appropriate.
- 11 To monitor and control stocks of stationery as required and manage the office budget accordingly.
- 12 To monitor and maintain an inventory of office equipment, recommending repairs or renewals as appropriate.
- 13 To plan the induction and training of members of staff.
- 14 To participate in team meetings and away days.
- 15 To assist the Independent Living Management Team with the recruitment and selection of staff.
16. From time to time may be called upon to provide cover for support staff at the projects