|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Role Profile  (Temporary) Administrative Assistant (4 months) | | |  | | |
| Role Title : |  | **(Temporary) Adminastritive Assistant (4 months)** | | |
|  |  |  | | |
| Post Number : |  |  | | |
|  |  |  | | |
| Role Family : |  | Secretariat | | |
|  | | | |
| Hours of Work: |  | **39 Hours Per Week** | | |
|  |  |  | | |
| Primary Purpose **:** |  | To provide administrative support to the secretariat team (Executive Assistants) and develop and manage an effective administrative processes and procedures. | | |
|  |  |  | | |
| Generic  Accountabilities :  *(broad parameters / stretch of role and not an exhaustive list of duties / responsibilities)* |  | |  |  |  | | --- | --- | --- | | 1. |  | To ensure that confidentiality is maintained at all times ; | |  |  |  | | 2. |  | Ensure telephone and email enquiries are dealt with to a high standard; | |  |  |  | | 3. |  | Provide a comprehensive and organised administrative support to the team. | |  |  |  | | 4. |  | To assist the secretariat team in the management of all administrative processes, with responsibility of various office duties for the team (i.e. photocopying, franking of post, scanning, faxing etc); | |  |  |  | | 5. |  | To assist in the input of data onto databases / spreadsheets (i.e. Excel, Access, Tessitura), ensuring that information is accurate and is completed in a timely manner; | |  |  |  | | 6. |  | To assist in the co-ordination, administration of relevant meetings (including booking rooms, arranging refreshments, etc.) | |  |  |  | | 7. |  | As a term of employment, the post holder may be required to undertake such other duties and / or times of work as may be reasonably be required commensurate with the grade or general level of responsibility within the Centre. | |  |  |  | | 8. |  | To have responsibility for Health and Safety of self, and others. | | | |
|  |  |  | | |
| Specialist  Accountabilities**:**  *(broad parameters / stretch of role and not an exhaustive list of duties / responsibilities)* |  | |  |  |  | | --- | --- | --- | | 1. |  | To assist the secretariat team in providing an administrative support function across all areas of the business; | |  |  |  | | 2. |  | To assist the secretariat team in preparing board reports, and other duties as required; | |  |  |  | | 3. |  | To assist the secretariat team research, and to prepare for meetings as required, including note taking as appropriate; | |  |  |  | | 4. |  | To assist the secretariat ream in managing corporate filing and administration systems; | | | |
|  |  |  | | |
| Success Measures : |  | * *Success against PDR and annual objectives* * *Staff / Customer Satisfaction and Feedback* | | |
|  |  | **This role profile sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.** | | |

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| --- | --- |
| What We Are Looking For…  Admin Assistant |  |
|  |  |

When preparing your written application you will need to provide evidence for the following essential and desirable competencies. In considering each, please use an example of where you have done this previously, either in a work or other situation.

A. Responsibility Please use Level 1 of our values / competency framework as a guide

Please refer to how you meet these essential requirements in your application.

|  |  |  |  |
| --- | --- | --- | --- |
| **No** |  | **Essential** | **Desirable** |
| 1. | Assist the secretariat team in the management of all administrative processes, with responsibility of various office duties for the team | x |  |
| 2. | To plan and prepare in advance of scheduled meetings | x |  |
| 3. | A commitment to learn Welsh Language |  | x |

B. Knowledge Please use Level 1 of our values / competency framework as a guide

Please refer to how you meet these essential requirements in your application.

|  |  |  |  |
| --- | --- | --- | --- |
| **No** |  | **Essential** | **Desirable** |
| 1. | Understanding of business strategy, vision and aspirations | x |  |
| 2. | Ability to interpret and constructively use, and produce information in a spreadsheet / database format as required | x |  |
| 3. | An enthusiasm for working in a high profile organisation | x |  |

C. Values Please use Level 1 of our values / competency framework as a guide

Please refer to how you meet these essential requirements in your application.

|  |  |  |  |
| --- | --- | --- | --- |
| **No** |  | **Essential** | **Desirable** |
| 1. | To embed and to promote the values within role, and the team | x |  |

D. Communication Please use Level 1 of our values / competency framework as a guide

Please refer to how you meet these essential requirements in your application.

|  |  |  |  |
| --- | --- | --- | --- |
| **No** |  | **Essential** | **Desirable** |
| 1. | Exemplary communication and interpersonal skills, both oral and written | x |  |

E. Environment Please use Level 1 of our values / competency framework as a guide

Please refer to how you meet these essential requirements in your application.

|  |  |  |  |
| --- | --- | --- | --- |
| **No** |  | **Essential** | **Desirable** |
| 1. | Understanding of WMC’s key objective of delivering a Warm Welsh Welcome to all and a commitment to promoting the Welsh Language wherever possible | x |  |
| 2. | Commitment to the provision of excellent customer service to both colleagues and customers at all times. | x |  |

E. Welsh Language

Below outlines the Welsh Language skills required for this role, please refer to how you meet these *essential* requirements in your application (if applicable).

|  |  |  |  |
| --- | --- | --- | --- |
| **No** |  | **Essential** | **Desirable** |
| 1. | The ability to speak Welsh |  | x |
| 2. | The ability to listen and understand conversations in Welsh |  | x |
| 3. | The ability to write in Welsh |  | x |
| 4. | The ability to read Welsh language material |  | x |