



Job Description

DISTRICT ADMINISTRATOR (Temporary to cover maternity leave)

Grade:	Scale 3
Responsible to:	District Commander
Responsible for:	No direct staff supervision

Main purpose of the job

To provide a comprehensive administrative and secretarial style support service to District Officers and Station staff, including co-ordinating meetings and appointments and word-processing a range of documentation.

Key Duties and Responsibilities

- To word-process a range of documentation, using a variety of source materials, to support all District and Station functions, including the production of legal documents and responses to outside Agencies.
- To ensure all documentation produced accords with any house-styles, accepted conventions and pre-determined standards.
- To operate an effective bring forward system as required, ensuring deadlines are identified where necessary.
- To establish and maintain document management and filing systems as required.
- To arrange and attend meetings as required, taking, producing and distributing minutes as necessary.
- To provide a reprographics service that includes the printing, binding and laminating of documents for Departments and Stations within the District.
- To be responsible for the control of District presentational and reprographic library resources.
- To create in-house newsletters, presentations and spreadsheets as required for District use, using appropriate software packages.
- To open and prioritise all incoming mail and re-direct as appropriate and to prepare all outgoing post as necessary.
- To receive visitors, ensuring that all safety and security procedures are adhered to and appropriate hospitality arrangements are made.

- To answer telephone calls received, taking appropriate action as necessary.
- To provide work familiarisation in respect of administrative processes to newly appointed Fire Safety Officers and Administrative staff.
- To be a first point of contact to members of the public contacting the District office in respect of basic fire safety queries, directing these as appropriate to the Fire Safety Officers.
- To liaise with various Local Authority Departments ensuring target dates are met in line with statutory agreements and local protocols.
- To operate the CFRMIS computer based system (and any successor systems) including the inputting, updating, linking of emergency incidents and providing information for use by Fire Safety Officers.
- To operate local elements of the Retained Firefighter payments systems, including being responsible for interpreting and inputting of routine data.
- To be responsible for administering the District Petty Cash, ensuring monies are available as and when required.
- To be responsible for ordering District stationery and monitoring the stationery budget.
- To be responsible for the continued operation of administrative support/office equipment.
- To comply with the Brigade's Health and Safety management policies including the employee's duties as defined in the Health and Safety At Work Act 1974. To undertake Health and Safety training as identified by the Brigade.
- *To operate within the spirit of the equality and diversity policies of the Brigade, and ensure their principles are adhered to in all areas of work, including partnership working, and to ensure good practice guidelines are followed at all times.*
- To undertake any other duties consistent with the post and grade which may be assigned from time to time.



Person Specification

Qualifications and Training

The applicant **MUST** have:

- RSA Level II Word Processing (or equivalent qualifications or experience);

It is **DESIRABLE** that the applicant has:

- RSA Level III Word Processing (or equivalent qualifications or experience);

Experience

The applicant **MUST** have:

- Relevant work experience gained in general administration;
- Experience of dealing with the general public;

It is **DESIRABLE** that the applicant has:

- Experience of undertaking reception duties;

Skills and abilities

The applicant **MUST** have:

- Good communication and interpersonal skills, to include the ability to spell accurately and use grammatically correct English;
- Neatness, accuracy and attention to detail;
- A pleasant telephone manner;
- The ability to organise and prioritise work and meet deadlines;
- The ability to work unsupervised, and to exercise and rely on own judgement where necessary;
- Competent word-processing skills;

- A good working knowledge of Microsoft Office;

It is **DESIRABLE** that the applicant has:

- The ability to use a range of software packages, including spreadsheets and databases;

Other factors

The applicant **MUST**:

- Show a willingness to work as a team member;
- Show a commitment to equality of opportunity;
- Have a flexible approach and the enthusiasm to assist with all duties within the office;