

## Kent County Council

### Job Description: Administration Assistant

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<b>Directorate:</b>	<b>Chief Executive's Department</b>
<b>Unit/Section:</b>	<b>Business Support Legal</b>
<b>Grade:</b>	<b>KSD</b>
<b>Responsible to:</b>	<b>Business Support Lead</b>

#### **Purpose of the Job:**

To provide day-to-day clerical and administrative support for the taking a proactive role in the team's day-to-day functioning, assisting in the smooth running of support functions.

#### **Main duties and responsibilities:**

- To assist with the sealing and signing of legal documents; to record and update information, including accurate recording on computing systems.
- To use Microsoft applications to produce all types of documents and presentations.
- To monitor and update systems in an accurate and timely manner. This includes mailboxes and information management systems, databases and electronic files.
- The sorting of all incoming post and that matters are referred to the correct Team / Officer for action and also to prepare all outgoing post for the appropriate method of dispatch.
- To support the service with business related queries, including system and equipment set up for new and existing staff.
- Undertake general office duties including photocopying, scanning, delivering/collecting documents.
- Service and maintain office equipment.
- Welcome and receive visitors occasionally.
- To assist with the retrieval of deeds and archiving.
- To be able to deal with internal and external clients including Members of Kent County Council.
- Undertake varied administrative tasks assigned by the Office of the General Counsel, Democratic Services, Business Support Lead and to assist with the smooth running of the unit.

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

## Kent County Council

### Person Specification: Business Support Assistant

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>Level 2 in Administration or equivalent</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>Experience of using IT packages such as Word, Excel, Outlook and PowerPoint.</li> </ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>Good literacy and numeracy skills- ability to read and write, put items in alphabetical order, add and subtract figures and use a calculator</li> <li>Ability to retain and use a range of new information and to listen and follow instructions from a supervisor or manager.</li> <li>Good communication and team working skills and customer friendly nature.</li> <li>Confidence and ability to use own initiative but also seek clarity if unsure.</li> <li>Ability to accurately record information on varied systems.</li> <li>Ability to work confidentially.</li> </ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>Awareness of equalities and diversity issues – respecting the needs and views of other people.</li> <li>Awareness and understanding of health and safety issues within the workplace, once these have been explained.</li> </ul>
<b>KENT VALUES AND CULTURAL ATTRIBUTES</b>	<p><b>Kent Values:</b></p> <ul style="list-style-type: none"> <li>We are <b>brave</b>. We do the right thing, we accept and offer challenge</li> <li>We are <b>curious</b> to innovate and improve</li> <li>We are <b>compassionate</b>, understanding and respectful to all</li> <li>We are <b>strong together</b> by sharing knowledge</li> <li>We are all <b>responsible</b> for the difference we make</li> </ul> <p>Our values enable us to build a culture that is:</p> <p><b>Flexible/agile</b> - willing to take (calculated) risks and want people that are flexible and agile</p> <p><b>Curious</b> - constantly learning and evolving</p> <p><b>Compassionate and Inclusive</b> - compassionate, understanding and respectful to all</p> <p><b>Working Together</b> - building and delivering for the best interests of Kent</p> <p><b>Empowering</b> - Our people take accountability for their decisions and actions</p> <p><b>Externally Focused</b> - Residents, families and communities at the heart of decision making</p>