

Kent County Council

Job Description: Refugee Resettlement Administrative Assistant

Directorate:	Strategic and Corporate Services
Unit/Section:	Strategy, Policy, Relationships and Corporate Assurance (SPRCA)
Grade:	KR6
Responsible to:	Refugee Resettlement Programme Manager

Purpose of the Job:

To provide effective administrative support for the Refugee Resettlement Programme Manager and the wider programme team as required. The precise mix of duties will vary as dictated by business needs.

Main duties and responsibilities:

1. Provide comprehensive administrative support, including minute/note taking, data entry, tracking responses, monitoring data, retrieving and reporting on information from IT systems.
2. Produce all type of documents including presentations, routine correspondence, reports etc.
3. Liaise with various internal and external stakeholders and undertake research as directed.
4. Act as the central point of contact for enquires for the team/service for both internal and external customers, professionals and the public.
5. Devise and oversee a range of administrative tracking systems, including monitoring all initiatives and projects, correspondence, reviews and action plans, to ensure that progress is maintained and that all relevant action is taken as necessary.
6. Oversee the development and review of all office systems, including maintaining websites, databases and filing systems, tracking key documents, to ensure that files are constantly updated and that systems are adapted to improve effectiveness in line with the County's Record Retention Policy, data protection and freedom of information protocols.
7. Oversee the administration of financial systems relating to expenditure and income, e.g. I-procurement management for processing orders and invoices, monitoring expenditure, purchase card transactions, managing imprest accounts and processing changes, in accordance with financial regulations and directorate procedures.

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.

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Person Specification: Administrative Assistant – Ukrainian Refugee Response

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
QUALIFICATIONS	<ul style="list-style-type: none">• Level 2 or Level 3 Diploma or equivalent
EXPERIENCE	<ul style="list-style-type: none">• Experience of supporting managers and/or projects
SKILLS AND ABILITIES	<ul style="list-style-type: none">• Excellent interpersonal, organisational and prioritisation skills, and the ability to display professionalism and courtesy when dealing with all levels of staff, elected members and external contacts• Computer and systems literacy – ability to develop, monitor and maintain effective computerised and manual systems to produce a range of documents and reports, non standard reports, and to manage diaries using Windows word processing packages, outlook, Excel spreadsheets and database functions• The ability to take accurate notes and minutes during meetings, to take a pro-active approach to tracking action points from meetings and correspondence, in liaison with the managers concerned, and to co-ordinate the arrangements for meetings and appointments.• Commitment to equalities and the promotion of diversity in all aspects of working• Ability to travel across a wide geographical area in a timely and flexible manner at various times of the day if required, using car, public transport, car-sharing etc.• Ability to work on own initiative, working to tight deadlines. Ability to plan and prioritise workload and balance constantly changing priorities.
KNOWLEDGE	<ul style="list-style-type: none">• Knowledge of the services provided by local authority or other public services• Knowledge of a range of IT systems, and computerised & manual filing systems• Staff will be expected to have an awareness of and work within national legislation and Corporate and Directorate policies and procedures relating to Health and Safety
KENT VALUES AND CULTURAL ATTRIBUTES	<p>Kent Values:</p> <ul style="list-style-type: none">• We are brave. We do the right thing, we accept and offer challenge

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| | <ul style="list-style-type: none">• We are curious to innovate and improve• We are compassionate, understanding and respectful to all• We are strong together by sharing knowledge• We are all responsible for the difference we make |
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Our values enable us to build a culture that is:

Flexible/agile - willing to take (calculated) risks and want people that are flexible and agile

Curious - constantly learning and evolving

Compassionate and Inclusive - compassionate, understanding and respectful to all

Working Together - building and delivering for the best interests of Kent

Empowering - Our people take accountability for their decisions and actions

Externally Focused - Residents, families and communities at the heart of decision making