

The Health Improvement Commission for Guernsey & Alderney LBG

JOB DESCRIPTION

Office Administrator

Organisation: The Health Improvement Commission for Guernsey & Alderney LBG. The Commission is a newly-formed third sector organisation which has responsibility for delivering the Healthy Weight Strategy and the Drug and Alcohol Strategy.

Job Title: Office Administrator. The post is part-time initially for a fixed term until 31st December 2022.

Reports to: Chief Executive Officer

Liases with: The post holder will work closely with the Chief Executive and Commission's staff and will liaise with Commission Board Members and Patrons, other charities, service providers, members of the public, States of Guernsey staff and a broad range of groups and individuals involved in the delivery of the Commission's aims.

Hours – To work 20 hours per week (hours will be agreed and set).

Job Purpose: This role will involve general administration tasks to support the work of the Chief Executive and Commission's staff in achieving its aims and objectives by effectively supporting its efficient operation.

Salary range: £24,209 to £29,308 per annum pro rata

Closing Date: 17th January 2019

Contact: Applications (to include a covering letter and CV) should be emailed to Dr Simon Sebire. Informal enquires are welcomed and may be made to Dr Simon Sebire (simon.sebire@gov.gg, telephone 01481 233538).

Main Duties

1. To arrange meetings for Commission management teams and the Board, book rooms/venues, attend meetings, take and type up meeting minutes
2. To make appointments, arrange meetings and maintain diaries as required by the CEO and management team
3. To organise the logistics of and preparation for training / events (e.g., booking venues, catering, AV equipment)
4. To receive calls and telephone enquiries to the Commission in a professional, sensitive and confident manner. When the Commission relocates its office (expected in late 2019) the role will extend to providing reception duties and meeting/greeting visitors to the Commission HQ.
5. To support the Commission in complying with the principles contained in the Data Protection (Bailiwick of Guernsey) Law 2018
6. To undertake administrative tasks such as photocopying, scanning, ordering office supplies.
7. To ensure that invoice payments to service providers and suppliers are made in a timely manner
8. To ensure financial and accounting records are kept up to date
9. To proof read and format draft documents, reports and publications
10. To keep records regarding staff activities/details up to date (e.g., training records, annual leave, sickness, mileage, insurance cover, working hours etc)
11. To assist staff teams in administrative elements of strategy actions (e.g., contacting schools/settings, entering data).

12. To liaise with local media to arrange interviews and press releases
13. To support the Commission's social media and website platforms
14. To undertake any other appropriate duties that may be required by the Senior Management Team
15. To undertake such training as deemed necessary by the Senior Management Team
16. To work in accordance with Commission Policies, Procedures and Standards
17. To comply with the principles contained in the Data Protection (Bailiwick of Guernsey) Law 2018 concerning improper disclosure, misuse or breach of confidentiality in respect of information held on computer systems or otherwise

Person Specification

Criteria	Essential
Personal Qualities	<ol style="list-style-type: none"> 1. Positive, helpful and self-motivated professional 2. Adaptable to change 3. Genuine interest in health / public health is preferred
Skills and abilities	<ol style="list-style-type: none"> 1. Excellent interpersonal skills and the ability to communicate professionally and effectively at all levels 2. Excellent written and verbal communication skills 3. Very good computer skills with the ability to maintain electronic records using Microsoft Word, Excel and Outlook. Additional experience of PowerPoint and Publisher or other design software would be preferable. 4. Excellent organisational skills 5. Ability to work at a high level of accuracy with attention to detail, especially with regards to spelling and grammar.
Experience	<ol style="list-style-type: none"> 1. Good level of previous experience of working in an administrative role 2. Experience of both self-directed working and working in a team 3. Experience of managing day-to-day finances / transactions 4. Experience working in line with (Guernsey) Data Protection Law is preferred