

City of Wolverhampton Council

Job Description

Job title:	Administrative Assistant
Directorate:	Economy
Service:	Fleet Services
Location:	Any suitable location within the City of Wolverhampton
Workstyle:	Fixed
Responsible to:	Transport and Fleet Coordinator
Grade:	Grade 3

Job Purpose and Role

To assist in the provision of a full range of Administrative and Clerical support services that are essential in the day-to-day effective control and operation of the Service.

Core working hours will be between 8.00am and 4.00pm, a rota will be in operation to ensure cover across the team as required.

Principal Duties and Responsibilities

1. Providing general clerical support as required in a team environment to ensure the efficient running of the Service.
2. Operation of computer-based software applications including databases, word processing, spreadsheets and commercial software, including Fleetmaster, Fuel Manager and other computer-based systems as appropriate.
3. Undertaking associated clerical duties and dealing with all enquiries in an efficient and courteous manner.
4. Where required, calculation of charging systems, and recovery of income.
5. To maintain hard copy vehicle maintenance records distributing to clients as required for 'O' licence compliance.
6. To assist in the completion of financial year end procedures.
7. To maintain and update manual and computer-based records, as required in the processing of Service documentation.
8. To issue fuel keys and cards ensuring the accuracy of the fuel management system.

9. Raising official orders, sundry debtor invoices, checking invoices against orders, clearing and coding for payment within set time limits, investigating statements, journal transfers, dealing with queries and maintaining appropriate records.
10. To assist with the production of statistical information from manual and computer-based records.
11. To assist with the production and development of publicity material for the Service including the development of the web site and staff newsletter.
12. To monitor driving licences in accordance with the Council's Driving at Work Policy.
13. To undertake other routine clerical and administrative duties eg, general typing, data entry, personnel functions, photocopying, printing, filing etc.
14. To attend training courses as and when required.
15. To provide cover for other Administrative Assistants and/or reception staff as and when required.
16. To train others when directed in the carrying out of the duties of this post.
17. To act in accordance with the Council's Constitution and other Codes of Conduct.
18. To participate in staff development, appraisal and training as appropriate, including continuous professional development.
19. To comply with the Council's agreed policies and procedures including but not limited to Health and Safety, and Equal Opportunities Policies, General Data Protection Regulations, Freedom of Information Act, Financial Management Regulations and other relevant Council and Government Regulations, Directives and City-wide priorities.
20. To undertake any other tasks, duties and responsibilities as directed and appropriate to the grade and role of the post subject to any reasonable adjustments under the Disability Discrimination Act 1995 as incorporated into the Equality Act 2010.
21. To participate in the wider development of the service and contribute to service improvement as required.
22. City of Wolverhampton Council is committed to Corporate Parenting.

"Corporate Parenting is the collective responsibility of the Council to provide the best possible care and protection for children who are looked after."

Effective date

Signature of post holder

City of Wolverhampton Council

Person Specification

Factors	Essential	Desirable	How Identified
Qualifications	• Educated to NVQ Level 2, GCSE level or equivalent	• Customer service qualifications	• Application Form • Interview • Certificates
Training	• Willingness to undertake further training as appropriate.	• Practical training relevant to the post	• Application Form • Interview
Experience	• Experience of using relevant databases / ICT systems • Previous office experience e.g., invoice checking and calculation or other appropriate clerical tasks • Experience of working in a team	• Experience of working within a Local Authority environment	• Application Form • Interview
Special Knowledge/Skills	• Good oral and written communication skills. • ICT literate, including using Microsoft Office • Accurate recording and maintenance of data • Customer focused • Good organisational skills together with particular attention to detail • Able to prioritise work tasks	• Accuracy with figures.	• Application Form • Interview
Personal Qualities	• Interpersonal skills • Ability to undertake and prioritise a diverse workload • Effective organiser	• Professional and courteous manner • Positive and motivated approach to work	• Interview

	• Ability to work under pressure		
Interests and Motivation Relevant to job	• To providing customers with a quality service • Commitment to continuous development		• Interview
Commitment	• Committed to the best interests of the Service • Commitment to continuous improvements • Willingness to work flexibly to meet Service needs • Commitment to Equal Opportunities, Data Protection and the Council's Health and Safety Policies		• Interview