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| **Job Description and Person Specification** |
| **Job Title** | Administration Assistant  |
| **Salary** | £23,656 to £28,624 (salary scale point 2-14 depending on experience).Fixed Term Contract March 2025 (with a possibility of extension)  |
| **Annual Leave** | 26 days per year and bank holidays and statutory holidays.1 additional day of annual leave per year for each full financial year continuously employed by DHI, up to a maximum f 31 days annual leave per year. |
| **Pension** | Contributory pension scheme, where DHI contributes 7% and the employee contributes a minimum 3% of their salary tax free. |
| **Benefits*** Flexible home-working, allowing you to work from home for part of your working week, subject to management approval.
* A DHI work laptop and work mobile phone.
* Life Assurance Cover.
* Mileage allowance of 45p per mile using you r own car for work journeys.
* Our Cycle to Work scheme can save you 25-39% on the cost of a bike and cycling accessories.
* Deals and discounts from DHI’s membership of charityworkerdiscounts.com.
* Access to a confidential 24-hour helpline to support you through life’s challenges.
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| **Hours of Work** | 37.5 hours per week and additional hours as required from time to time.Usual working hours are 9am to 5pm.Role could be considered on a part time basis. |
| **Place of Work** | Central Bath office and any other location reasonably requested and agreed by the organisation. With some flexible home-working as part of your working week to be agreed with your line manager.  |
| **Travel for Work** | Work travel not necessary for this role. |
| **Accountabilities** | Accountable to: Health, Safety and Facilities ManagerAccountable for: n/a |
| **Purpose of Role** | Reporting to the Health, Safety & Facilities Manager. The Administrative Assistant will support the Organisation by providing general administrative support and by being a key point of contact for DHI staff. This will encompass the range of services for which the Corporate Services are responsible, including Health & Safety compliance, management of IT and telephones, building and supplier management, software systems and the raising of purchase orders. |
| **Person Centred Service Delivery*** To take administrative responsibility and support for all DHI offices.
* To provide health & safety and facilities advice to ensure offices and communal areas comply with all relevant health and safety legislation.
* Provide support for IT systems, especially hardware.
* To be responsible for the upkeep of stationery and housekeeping supplies, ensuring that prices are competitive and quality appropriate.
* To co-ordinate, order processing and ensuring deliveries are checked and stored or forwarded to the appropriate staff.
* To be responsible for the maintenance of equipment, ensuring it is in good working order and, where appropriate, staff are trained in its use, ensuring appropriate stock levels for consumables is maintained and dealing with contractors.
* Liaise with the Health, Safety & Facilities Manager and other teams of DHI to ensure the effective delivery of support functions.
* Any other reasonable duties as requested by the Health, Safety & Facilities Manager.

**People and Performance*** Participate fully in regular supervision, team meetings, appraisals and learning and development activities.
* Contribute to a positive, collaborative, and person-centred culture and model DHI values in your behaviours.

**Compliance*** Understand and adhere to all DHI’s policies and procedures as well as good practice guidelines, legal and regulatory requirements.
* To provide health & safety, facilities and IT support and advice and to ensure the offices and communal areas comply with all relevant health and safety legislation.

**Other*** This job description contains only the main accountabilities relating to the post and does not describe in detail all the duties required to carry out the role.
* The post holder will be expected to undertake any other duties reasonably requested by their manager and commensurate with the expectations of the role.
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| **Skills, Knowledge, Experience, and Behaviours****Essential Criteria:**It is **essential** that you can demonstrate:**Behaviours*** + A collaborative style of working with highly developed interpersonal skills.
	+ Self-motivated, with the ability to manage own workload and varied priorities through to conclusion.
	+ A professional, confident and positive attitude.
	+ Shows enthusiasm and initiative.

**Skills, Qualifications and Experience*** + Experience of providing an efficient and effective administration service within a busy working environment.
	+ Able to exercise effective judgment, sensitivity and creativity to changing needs and situations. The ability to find appropriate solutions and recommend areas for improvement.
	+ Excellent communication skills; written and verbal.
	+ Ability to plan, prioritise, and organise your own work and time.
	+ Excellent literacy and communication skills and an experienced and competent user of MS Office applications and bespoke software packages.

**Other****Desirable Criteria:** It is **desirable** that you can demonstrate:**Experience/Skills*** Knowledge of IT procurement, supplier management and property maintenance would be an advantage.
* Occupational health & safety knowledge and/or the desire to learn more in this area.
* Experience in the process of raising purchase orders and basic finance functions.
* Experience of working in the third sector.

All the above skills, knowledge, experience, and behaviours will be tested at application and interview. |