

Job Profile

Job Title	Administrative Assistant (15 – 18 hours/week)
Department	
Grade and salary	AA1/2
Job reference:	

Job description

We are looking for a confident and motivated individual to provide administrative support within the States of Alderney.

The post holder is directly responsible to the Head of Government Support, and will liaise with States Members, Senior Officers and staff.

Detailed responsibilities

To provide administrative assistance within the States of Alderney including but not limited to:

- Responsible for the filing and maintenance of historic records / archives
- Maintenance of the office filing system (both electronic and hardcopies)
- Managing electronic communications including printing, scanning and photocopying
- Producing and placing of notices on the States Notice Boards
- Assisting in processing various licences and permits, and maintaining the various registers and databases
- Liaise with Civil Servants, Politicians and the public where appropriate
- Assist with Human Resource enquiries where appropriate
- Provide information to the Senior Management Team
- Management and maintenance of the States website
- To provide cover for office staff and Presidents Secretary absences as required.

Essential

- To be able to multi-skill and handle variety of different tasks
- Good computer knowledge and skills, especially Microsoft Office

Desirable

- Experience of administration and customer service would be advantageous

Values

Act as a role model for the States values in accordance with our values statement

- ▶ **Integrity** – in everything we do
- ▶ **Openness** – in our dealings with the public and colleagues

- ▶ **Customer focus** – by listening, explaining and responding to needs
- ▶ **Dignity and respect** – in how we treat everyone who comes into contact with us
- ▶ **Effectiveness** – in how we use our resources
- ▶ **Accountability** – for what we do

Core competencies

Customer focus

- Treats all members of the public and colleagues in accordance with States values.

Communication

- Good IT skills with sound knowledge of MS Office Suite including Excel, Word, Access etc.

Problem solving

- Ability to identify when a problem needs addressing, think clearly and use initiative to identify clear, workable and creative solutions.

Team working

- Good communication and interpersonal skills and able to work effectively as part of a small team.

Personal effectiveness

- Good organisational skills, self-motivated, with the ability to prioritise his/her own work in order to meet deadlines.
- Ability to gain knowledge of States procedures and policies administered by the States.
- Attention to detail and the ability to work quickly while maintaining high standards of accuracy.
- Ability to maintain strict confidentiality, and deal sensitively with a wide variety of matters in a calm manner.

Personal development

- Takes responsibility for own development and continuous improvement.

EMPLOYMENT DETAILS

Hours – 15 -18 hours /week

Grade - The post is graded at AA1/2, which relates to starting point £20,618 (£22,341/£24,209/£26,236) (pro rata)

Pension Scheme – To be advised.

Leave entitlement – 22 days per annum pro rata, rising to 25 days after 5 years' service.

The post will be subject to a six month probationary period, reviewed at the three month stage and a basic criminal record check.

CLOSING DATE FOR APPLICATIONS: Tuesday 13th April 2021

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