

**Job Description: Admin Officer (two posts)**

There are two vacancies, one permanent full-time and one full time on a two-year fixed term contract.

**Location**: Carnforth, Lancashire

**Salary**: £25,878-£28,900 (SCP 15-21)

*(This is subject to the NJC 2023/24 pay award agreement, which the Authority anticipates will be announced in November, will increase all local authority salaries by £1,925, and therefore will increase the salary range to £27,903-£30,825).*

**Hours of Work:** 37 hours per week

**Pension:** Local government scheme (defined benefits and employer contributions)

**Responsible to:** Admin Manager

**Purpose of the Job:**

Supporting the administrative functions of the Authority, acting as clerk to the full Authority and TSB sub-committee. Taking responsibility for wide range of administrative tasks, to ensure smooth running of all operational functions within the Authority. In particular, coordinating maintenance of all operational assets and estates in good working order and record keeping of various operational activities and functions.

**Main Responsibilities**:

* Maintaining and updating register of all vessels, vehicles and operational equipment, and ensuring safe and timely maintenance and repair
* Ordering and replacing items of uniform, PPE and equipment and maintaining an accurate and up-to-date record
* Gathering invoice data periodically in order to reclaim duty on fuel used by vessels and send applications to HMRC
* Maintaining the training matrix and KPIs for technical operational activities and feeding into operational strategic documents accordingly
* Administering the reporting of health, safety and wellbeing incidents, accidents and near misses for discussion at staff meetings
* Identifying and booking training courses, accommodation and travel for staff as and when required.
* Maintaining correspondence, records, archives and filing within office
* Handling incoming and outgoing mail and answering phone, email and office enquiries
* Managing general maintenance of all estates through facilities management providers, organising cleaning, waste management and environmental policy
* Ordering and managing all office supplies and equipment for all office locations
* Liaising with external IT support on the procurement of IT equipment and for them to resolve any technical issues
* Organising meeting venues and catering for both staff and Authority Committee meetings
* Preparing agendas and circulating of supporting documents to Authority members for meetings
* Taking and writing up of minutes of Authority meetings for approval and circulation
* Liaising with Marine Management Organisation and constituent councils regarding the appointment of their respective Authority members
* Maintaining Authority member records and providing induction packs to new appointees
* Maintaining Authority correspondence, records, archives and filing.

Full training will be provided, some of which will require travel to our Whitehaven office.

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| **Criteria** | **Essential** | **Desirable** |
| Qualifications | GCSE - Grade 5 or above in English and Mathematics (or equivalent)  Current Full UK Driving Licence | NVQ Level 2 or similar in Business Administration |
| Experience | Working as part of a team  Previous office experience, inc. answering phone *etc*.  Procurement  Data inputting | Clerking – minute taking, preparation of agendas *etc*.  Experience of working with the public |
| Skills | Must be proficient in MS Office 365, Word, Excel, Teams *etc*.  Excellent written and verbal communication | Basic knowledge of Health & Safety Regulations |
| Personal Attributes | Well organised, working to a high level of accuracy  Self-motivated and innovative  Confident working as part of a team  Flexible approach to changes to workstreams | Confident in dealing with stakeholders, and Committee Members |

Please visit our website for the application form [www.nw-ifca.gov.uk](http://www.nw-ifca.gov.uk).

**Closing date:** Sunday 26th November 2023