

<b>Post title</b>	<b>Clerical Assistant (Achievement Awards)</b>
<b>Division / Section</b>	<b>Edinburgh Outdoor Learning, Sports and Outdoor Learning Unit</b>
<b>Department</b>	<b>Communities and Families</b>
<b>Responsible To</b>	<b>Outdoor Learning Development Officer (Achievement Awards)</b>
<b>Number of post holders</b>	<b>1</b>
<b>Acting up/ Secondment</b>	

### **Purpose of Job**

The post holder will provide clerical and administrative support to the work of the Outdoor Learning Development Officer (Achievement Awards) in delivering a range of achievement awards across the Communities and Families Department.

### **MAJOR TASKS / JOB ACTIVITIES**

- Maintain stocks of literature and materials, respond to orders, and provide a distribution system that meets operational needs.
- Issue invoices for materials and services, monitor and process payments, and pass on other paperwork, as appropriate.
- Maintain the petty cash account.
- Arrange transport for groups and projects, and maintain appropriate records.
- Process invoices for payment.
- Monitor budgets, and pass on relevant information to the manager and/or the treasurer of Friends of the Award.
- Maintain the 'Main Database' and keep contact details for Groups, leaders and partner agencies up to date.
- Assist with mail-outs in both hard copy and electronic format.
- Process PVG applications.
- Process training bookings and communicate with CPD, tutors and other personnel, as necessary.
- Communicate with all staff and volunteers, and pass on messages received in their absence.
- Maintain and source stocks of stationery, office supplies, drinking water, etc using the e-finance system.
- Respond to straightforward requests for advice or information from young people, parents and organisations about achievement awards and their operation in Edinburgh.
- Organise room bookings for meetings, open award groups, training and other events.

### **Supervision and Management of People**

The post holder will be supervised on an on-going basis by their manager. However, it will be necessary, from time to time (when other staff within the Award Unit are engaged in work elsewhere) to work without direct supervision. In which circumstances, the post holder will be required to use his/her own initiative, and to respond to enquiries appropriately.

The clerical assistant will have no staff responsibility, but will be required to help maintain the efficient operation of the achievement awards, its services and support to Award Groups, leaders and partner agencies in the delivery of the Achievement Awards.

### **Creativity and Innovation**

The post holder will be expected to use his/her imagination and creativity in a way that is responsive to the dynamic and progressive nature of the Achievement Awards and their delivery. The effective operation of smart office systems will underpin this way of working.

### **Contacts and Relationships**

Staff and volunteers within the Unit

Members of the management committee and board of directors of Friends of the Award

Award leaders, and the treasurer in particular

Staff and volunteers from partnership organisations

Colleagues and a range of other officials both in the Communities and Families Department and other Council Departments

### **Decisions (Discretion)**

Ordering supplies and service.

Monitor budgets and ensure they are effectively managed.

Work with awards manager to ensure the needs and expectations of new and existing users can be achieved.

### **Decisions (Consequences)**

The decisions made will ensure the operations of the award programmes in the city is effective and supports the delivery of quality outdoor learning and residential experiences.

### **Resources**

The post will be responsible for a range of office equipment and will update and maintain data.

### **Environment – Work Demands**

The post holder will need to be able to work independently and plan their time and work effectively to ensure delivery of award support and development.

### **Environment – Physical**

Although the post may be exposed to some physical demands these will be predominantly within the range of normal office based activities.

### **Environment – Working conditions**

Although the post may be exposed to some adverse working conditions these will be predominantly within the range of normal office based activities

### **Environment – Work Context**

Although the post will have some requirement to take care in relation to the working environment, work activities and dealing with people this will not be more than the normal required of a council employee

### **Knowledge and Skills**

SVQ level 3 or equivalent. An office skills or clerical qualification would be desirable.

The post holder will need to be IT literate, with good capability in word processing, spread sheet use, database, and e-mail communications, etc. A good working knowledge of office procedures and systems will be essential. Good clear communication skills are essential.

### **Complexity**

The main purpose of the post is to maintain office systems, establish new ones when necessary and to run these effectively in collaboration with the staff and volunteers in the Unit.

### **Health and Safety**

The Council must abide by relevant health & safety and employment law, as well as the common law duty of care. All members of staff are required to take care for their personal health and safety and that of others who may be affected by their actions or inactions. You are therefore required to carry out your duties in a safe manner in accordance with instructions and in compliance with safety rules/procedures, regulations and codes of practice. You are required to advise your line manager if you become aware of any unsafe practice or condition or if you have any other safety concerns and should comply with accident and near-miss reporting procedures.

If you supervise, manage or lead other staff, you are also responsible for ensuring that the Council's operations are carried out in such a way that ensures, so far as is reasonably practicable, the health, safety and welfare of those staff and that of any others who may be affected. You will therefore conduct relevant risk assessments and assign duties with appropriate instructions, in compliance with safety rules/procedures, regulations and codes of practice. You will address and/or escalate any issues of any unsafe practice, condition or any other safety concerns you identify or that are brought to your attention, taking appropriate advice as necessary and will ensure that accident and near-miss reporting procedures are understood and complied with.

25 August 2016