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| Post No. : | POST00001163 / 1182 / 1197 / 3169 |
| Post Title: | Administrator (Leisure Services) (Administrator 2) |
| Directorate: | Community and Environmental Services |
| Division: | Leisure and Catering |
| Section: | Leisure |
| Reports To: | Leisure Manager (7905) |
| Location: | Blackpool Sports Centre |
| DBS Status: | Enhanced Children’s Workforce |
| Grade: | Grade C |

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| Role Purpose |
| To provide specific clerical and administrative or financial functions for the Council under the direction or instruction of senior staff. |

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| **Main** Duties and Responsibilities |
| Key duties:1. Provide general clerical support including clerical processes, word processing, IT based tasks requiring knowledge of various ICT packages and operation of office equipment;
2. Produce lists, information and data as requested by senior staff
3. Maintain manual and computerised records and management information systems;
4. Maintain confidentiality and where required adhere to safeguarding procedures.

Individuals in this role may also:1. Deal with enquiries either by telephone, email or face-to-face, offering information and support
2. Assist with diary arrangements for visits and events;
3. Responsible for the selection, ordering and storage of supplies, under direction and distributing as required;
4. Undertake general financial administration such as processing orders, collecting monies and petty cash;
5. Note taking at meetings.
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| Service Specific information |
| To provide administrative support for the Council’s Leisure Services:* Undertake a check of daily banking/takings against the previous day’s reconciliations, highlighting any discrepancies.
* Process and input new membership mandates and daily cancellations on the system.
* Provide Leisure Management administrative support in the creation of web and social media content.
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| Qualifications | Please mark which are Essential or Desirable  | E/D |
| Level 2 (GCSE Grade A\*\*-C or Grades 9-4) or equivalent qualification, including Functional Skills, in English and Maths  | E |

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| Knowledge, Skills and Experience Required | Please mark which are Essential or Desirable  | E/D |
| Experience of general clerical, administrative and financial work;Experience of using Microsoft applications and management information systems;Good interpersonal communications skills. | EEE |

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| Initiative and Independence |
| Working from instructions with some freedom to make minor decisions. Refers to manager/senior staff for advice on problems. |

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| Relationships/Nature of contacts |
| Contact with Council employees and members of the public passing on information. |

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| Responsibility for Resources (Financial, Physical, Capital, Information) |
| **Financial Resources**Handling cash and processing orders/invoices and accounting for small sums of money up to the value of £50,000 per annum.**Physical Resources**Data - updating records Ordering and control of limited range of supplies |

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| Responsibility for People (including supervision/training of staff or clients) |
| None |

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| Mental and Emotional Demands |
| **Mental Demands**Medium periods of concentrated sensory attention - input, word processing**Emotional Demands**Limited |

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| Planning Requirements |
| Limited day to day management of their own workload |

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| Working Conditions (This information is used to carry out any pre-employment medical questionnaires and to evaluate the Job Evaluation Working Conditions factor) |
| Manager Assessment of Working Conditions (percentage of time involved) |
| Manual Handling – Heavy Loads (over 25KG) | 0% | Manual Handling – Light to Moderate (under 25KG) | 0% | Vibrating plant/ tools/ equipment | 0% |
| Noise | 0% | Repetitive work activity/ operations | 0% | Prolonged standing/ walking | 0% |
| Prolonged sitting in a constrained position | 0% | Confined spaces | 0% | Extremes of temperature (e.g. very hot / cold) | 0% |
| Adverse weather conditions (e.g. frost, rain, etc.) | 0% | Working at Height | 0% | Driving HGV/ LGV/ PCV/ Minibus | 0% |
| Fumes, dusts, gases, etc. | 0% | Solvents, oils, paints, de-greasers, etc. | 0% | Pesticides, herbicides, insecticides | 0% |
| Detergent or other cleaning chemicals | 0% | Biological hazards (e.g. vomit, urine, blood, sharps) | 0% | Display screen equipment | 75% |
| The job involves working with (percentage of time involved) |
| Plant and/or machinery | 0% | Vehicles (including driving) | 0% | Electricity | 0% |
| Welding | 0% | Food Handling | 0% | Animals | 0% |
| Working alone | 0% | Working with vulnerable people | 0% | Working with people with special needs | 0% |
| Working with members of the public | 5% | Other (please state): |  |
| Frequency of Risks that may apply whilst working in a people related environment |
| Risk of Abuse | None  | Risk of Aggression | None  | Risk of Injury | None  |

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| Vision and Values |
| Blackpool Council's new Council Plan outlines what our vision and priorities will be during from 2015 to 2020.Blackpool might the biggest and the brightest but it isn’t without its challenges. We’ve have major social and health issues to deal with, whilst needing to develop and innovate so our town meets the changing desires of modern day audiences.We need to take advantage of other opportunities - in fields like energy generation - with the same vigour our predecessors had, when building iconic attractions such as the Winter Gardens, the Tower and Tower Buildings, the Pleasure Beach, and of course the true one-off that is the Blackpool Illuminations.Our vision for Blackpool is that it will be:“The UK’s number one family resort with a thriving economy that supports a happy and healthy community who are proud of this unique town”**Our Priorities**We have two priorities:* [Priority one - The economy](https://www.blackpool.gov.uk/Your-Council/Creating-a-better-Blackpool/Blackpool-Council-plan/Priority-one-The-economy.aspx): Maximising growth and opportunity across Blackpool
* [Priority two - Communities](https://www.blackpool.gov.uk/Your-Council/Creating-a-better-Blackpool/Blackpool-Council-plan/Priority-two-Communities.aspx): Creating stronger communities and increasing resilience

Our Values* We are accountable for delivering on the promises we make and take responsibility for our actions and the outcomes achieved
* We are committed to being fair to people and treat everybody we meet with dignity and respect
* We take pride in delivering quality services that are community focussed and are based on listening carefully to what people need
* We act with integrity and we are trustworthy in all our dealings with people and we are open about the decisions we make and the services we offer
* We are compassionate, caring, hard-working and committed to delivering the best services that we can with a positive and collaborative attitude
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| Equal Opportunities: We do our utmost to ensure that here is no unjustified discrimination in the recruitment, retention, training and development of staff on the basis of their age, sexuality, religion or belief, race, gender or disabilities. |