



JOB DESCRIPTION

Section 1 – Post Details

Job Title:	Administrator
Grade:	D, SCP 5-8
Date:	25 March 2026

Section 2 – Purpose of Post

To play a key supporting role in ensuring the LCCA runs efficiently and professionally

Section 3 – Reporting and management structures

Reporting To Whom:	Project & Policy Assistant
Staff Management/Supervision	Managing directly: N/A Supervisory: N/A
Budget Management:	None

Section 4 – Background Context

How we work is just as important as what we deliver. Our values guide decision-making, partnership working and how we serve Lancashire’s communities:

- Accountability
- Collaboration
- Flexibility
- Inclusivity
- Social value

Section 5 – Main Duties and Responsibilities of the Role

- To liaise, communicate and build effective working relationships both internally and externally to ensure services are delivered in a seamless manner.
- To contribute to the development and establishment of a positive culture.
- Maintain administration/business support systems, following established procedures, ensuring information and records are stored in accordance with service requirements.
- Collaborate with other team members to achieve shared objectives.
- Manage shared mailboxes and process requests for service via Teams, email, phone and face to face



- Support meetings, taking detailed notes and record of agreed actions as necessary
- Process purchase orders, invoices and financial journals.
- Maintaining electronic records and filing systems.
- Liaising with internal and external partners.
- Organise and co-ordinate complex, and often sensitive, meetings.
- Produce in-depth reports of data collected and statistical returns using IT systems, spreadsheets and databases.
- Input data into various data systems.
- Ensure data quality and accuracy within business systems to enable information to be used to improve service performance and decision making.
- Help to resolve any enquires / complaints to a satisfactory conclusion in a courteous and timely manner.
- Prepare documents and other materials using established, or by creating improved, formats, templates and pro formas.
- Book & schedule appointments or visits for staff.
- Co-ordinate administration work for specific projects and events.
- Balance conflicting priorities ensuring workflow is maintained and completed to appropriate standards and deadlines.
- Support the development and implementation of policies and operating procedures, making best use of information technology.
- Liaise, communicate and build effective working relationships both internally and externally to ensure services are delivered in a seamless manner.

Section 6 – Other Responsibilities of the Role

- Commitment to equality and diversity
- Commitment to health and safety
- Commitment to participate in training appropriate to the role

Any other duties, at the same responsibility level may need to be undertaken to meet operational and service delivery requirements.