

Job Profile

North East Procurement Organisation

Team Administrator

Grade D

(£16,572 - £17,372 based on 16/17 Salary scales)

Location: Guildhall, Quayside, Newcastle, NE1 3AF
Service: North East Procurement Organisation (NEPO)
Line Manager: Regional Category Specialist
Car User Status: Casual

JOB PURPOSE

To provide diverse administration to support the delivery of Collaborative Procurement, through NEPO.

The key duties of this post will include:

1. Provide general administration and organisational support to the NEPO team.
2. Support NEPO's governance and corporate meetings including programming, preparation of agenda and delegate packs, preparation of minutes and resultant correspondence.
3. Arrange and facilitate in-house and external events including use of the "Eventbrite" online platform.
4. Deal with enquiries by telephone and face to face and ensure that they are dealt with effectively and efficiently, e.g. answering routine queries, signposting and taking messages where appropriate.
5. Provide executive support to NEPO Senior Management Team, and the wider team as appropriate.
6. Perform diary management functions for officers within NEPO including arranging and re-arranging meetings, room booking and organising refreshments.

7. Using content management systems maintain and update websites and internal databases to support performance reporting.
8. Ensure actions from annual Business Plans are tracked so that development work is completed.
9. To carry out routine basic invoicing, creating purchase orders and taking payments.
10. To provide basic facilities management – setting up rooms for meetings, assisting attendees and ensuring necessary equipment and resources are available as required.
11. Assisting with the arranging and booking of business travel arrangements.
12. Fostering good relationships with all relevant stakeholders.
13. Utilising manual and/or ICT systems within NEPO to ensure a high level of accuracy of information is maintained.
14. Carry out other duties, engage in development activities and promote the benefits and strategy of NEPO and its service as required and such other responsibilities allocated appropriate to the grade of the post.

Knowledge and Qualifications

Essential

Knowledge of:

- Using office-based software packages.
- Collecting and managing data to feed into reporting.

Qualifications:

- Qualified to a minimum of NVQ3 or equivalent.

Experience of:

- Arranging and supporting events including facilities management.
- Organising meetings and proactive diary management.
- Experience of dealing with enquiries from a range of people
- Able to work to a high standard, to tight deadlines, often under pressure.
- Working independently and flexibly.
- Acting in a professional style and manner and utilising effective communication skills.
- Working with a high level of accuracy.

Skills:

- Ability to apply accurate literacy and numeracy skills to include spelling, grammar, punctuation, percentages and decimals.
- Ability to organise own work with minimum supervision.
- Ability to work as part of a team.
- Ability to work to a high degree of accuracy with attention to detail.

Desirable

Experience of:

- Using Agresso or other Financial Management Systems.
- Experience of processing and paying invoices.
- Using Google Apps.
- Website Content Management systems.
- Dealing confidently with staff at all levels.
- Use of "EventBrite".
- Working in a local government setting.
- Minute taking at a range of levels, e.g. team, corporate meetings etc.
- Wide and varied experience of office work.

Qualifications:

- Administrative qualification, such as Business Administration or equivalent.

Competencies

Communication

Expressing ideas and information clearly and in a way which helps people to understand the message.

Teamworking

Working with other employees to achieve results and develop good working relationships.

Dealing with customers

Putting the customer first and giving excellent service.

Being flexible

Adapting to change and working effectively in a variety of different situations.

Learning & developing

Actively improving yourself by developing new skills and knowledge, and learning from past experiences.

Making things happen

Organising yourself and taking responsibility for achieving results.

ENDS