

## **JOB DESCRIPTION**

**Post Title:** Senior Administration Officer  
**Post Reference:** TVCA 129  
**Grade:** H  
**Responsible to:** Governance and Administration Manager

### **Job Purpose**

To ensure that an efficient and effective administration, finance and reception service is provided to the Combined Authority, working closely with other reception/administration staff to co-ordinate this. Duties will include all aspects of administration/finance and reception duties and supporting the Personal Assistants to the Senior Management Team to ensure that an appropriate level of support is provided during annual leave and busy periods. Duties will also include all premises issues and any health and safety requirements for the Combined Authority offices.

### **Duties & Responsibilities**

1. Ensure and co-ordinate the provision of an efficient and professional reception/front of house service and meeting room bookings.
2. Ensure and co-ordinate the provision of a wide range of administrative and finance support to the Combined Authority.
3. Support the Personal Assistants to ensure cover during annual leave and busy periods, including all aspects of diary management, preparation for meetings, travel, correspondence and monitoring of email inboxes in a confidential and sensitive manner.
4. Assist and co-ordinate all health and safety requirements for the office.
5. Provide day to day liaison with the landlord and other organisations on premises issues.
6. Maintain an appropriate inventory of all Combined Authority equipment, and organising PAT testing of equipment.
7. Under the direction of the Governance and Scrutiny Manager, assist with the governance functions of the Combined Authority, as required, including preparation of agendas and minute taking.
8. Undertake such personal training as may be deemed necessary to meet the duties and responsibilities of the post.
9. To take reasonable care of your own Health and Safety and co-operate with management, so far as is necessary, to enable compliance with the health and safety rules and legislative requirements.
10. Work flexibly and undertake such other duties and responsibilities commensurate with the grading and nature of the post.