



JOB DESCRIPTION

Post Title: Business Administration Apprentice
Post Reference: TVCA
Responsible to: Senior Administration Officer

Job Purpose

To provide administration, reception and front of house support to the Governance and Business Support Team. Working with colleagues to support the Central Business Support function to provide an efficient and effective central administration/reception service to the Tees Valley Combined Authority.

Duties & Responsibilities

1. Undertaking a range of Administration duties including:
 - Raising invoice requisitions
 - Diary management
 - Booking meeting/conference rooms
 - Maintaining inventory
 - Booking travel
 - Dealing with telephone/email enquiries
 - Basic premises administration
 - Administrative support for meetings
 - Printing documents & publications
 - Typing
 - Ordering supplies, services and works
 - Filing & information management
 - Scanning and indexing
 - Reception duties and customer/visitor care
 - Basic health & safety
 - Photocopying, scanning & faxing
 - Receipt, distribution, collection and dispatch of mail
 - Cheque and petty cash handling
 - Taking minutes of meetings
2. Maintaining attendance at both work and college to enable satisfactory completion of qualifications.
3. Using Information Technology which includes Microsoft Office and in house systems.
4. Making a positive contribution to the design, implementation and maintenance of office systems and procedures.
5. To shadow colleagues as directed.
6. To establish effective working relationships with other departments and external agencies as appropriate.
7. The post holder agrees to working flexibly against the undertaking of duties for any and all part of the Group, (defined as TVCA, TIAL, STDC, STSC (known as Teesworks), new

mayoral development corporations under consideration, as well as all subsidiaries and associated companies), which are commensurate with this job description, at the reasonable request of their manager. Where these duties require indemnification, a separate Group Support Services Agreement pro forma will be issued.

8. Work flexibly and undertake such other duties and responsibilities commensurate with the grading and nature of the post.
9. Ensure compliance with Corporate Governance procedures, procurement regulations and the Data Protection Act.
10. To take reasonable care of your own health & safety and co-operate with management, so far as is necessary, to enable compliance with the authority's health and safety rules and legislative requirements