



JOB DESCRIPTION

Post Title: Senior Administration Officer

Post Reference: TVCA 129

Grade: H

Responsible to: Governance and Business Support Manager

Job Purpose

To ensure that an efficient and effective central business support, administration and reception service is provided to the Combined Authority, and a safe and efficient office environment is provided at the TVCA main offices.

Leading and working closely with other reception/administration staff and business administration apprentices to co-ordinate this.

Duties will include all aspects of administration, reception duties as well as supporting the Personal Assistants to Directors 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 service across reception, front of house and meeting rooms.
2. Ensure and co-ordinate the provision of a wide range of central administrative and finance support to the Combined Authority.
3. Coordinate the work of business administration apprentices and administration and reception staff to ensure effective central administrative support functions across TVCA and, as necessary the wider Group.
4. 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.
5. Assist and co-ordinate all health and safety requirements for the office.
6. Provide day to day liaison with the landlord and other organisations on premises issues.
7. Maintain an appropriate inventory of all Combined Authority equipment and organising PAT testing of equipment and ensuring equipment is serviced and operational.
8. Under the direction of the Governance and Business Support Manager, assist with the governance functions of the Combined Authority, as required, including preparation of agendas and minute taking.



9. 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.
10. Undertake such personal training as may be deemed necessary to meet the duties and responsibilities of the post.
11. 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.
12. Work flexibly and undertake such other duties and responsibilities commensurate with the grading and nature of the post.

