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| **Job Description** |
| **Post title** | Peatland Administration & Finance Officer |
| **JE Reference No** | N10666 |
| **Grade** | 4 |
| **Service** | Neighbourhoods & Climate Change |
| **Service Area** | Environment – North Pennines AONB Partnership |
| **Reporting to** | Peatland Programme Manager |
| **Location** | Your normal place of work will be North Pennines AONB Partnership’s Office, Stanhope but you may be required to work at any Council workplace within County Durham. |
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| **DBS** | This post **is not** subject to a disclosure. |
| **Flexitime** | This post **is** eligible for flexitime. |
| **Politically restricted** | This post **is not** designated as a politically restricted post in accordance with the requirements of Section 1(5) of the Local Government and Housing Act 1989 and by regulations made from time to time by the Secretary of State. |

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| **Description of role** |

This post will provide administrative and financial management support to the delivery of the North Pennines AONB Partnership’s Peatland Programme.

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| **Duties and responsibilities** |

* To manage and support the administration and financial activities of the North Pennines AONB Partnership’s Peatland Programme.
* To monitor expenditure within the budget of the Peatland Programme and to work closely with the Programme Manager.
* To attend Advisory Board meetings and, when required, to report on activities to partners at these meetings.
* Receiving orders, taking payments, managing suppliers and handling financial enquiries on behalf of the AONB Partnership
* Assisting the Programme Manager to track the deliverables and milestones of the Peatland Programme
* Working within current Data Protection requirements, Information Sharing protocols and guidelines.
* Booking of training, accommodation and travel requirements.
* Management and ordering of supplies for the Programme.
* To help to ensure that action undertaken is consistent with and complementary to the purpose of AONB designation/UNESCO Geopark status and purposes of National Park designation.
* To undertake other duties as required, consistent with the responsibility level of the post, as directed by the Peatland Programme Manager

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| **Organisational responsibilities** |

* **Values and behaviours**

To demonstrate and be a role model for the council’s values and behaviours to promote and encourage positive behaviours, enhancing the quality and integrity of the services we provide.

* **Smarter working, transformation and design principles**

To seek new and innovative ideas to work smarter, irrespective of job role, and to be creative, innovative and empowered. Understand the operational impact of transformational change and service design principles to support new ways of working and to meet customer needs.

* **Communication**

To communicate effectively with our customers, managers, peers and partners and to work collaboratively to provide the best possible public service. Communication between teams, services and partner organisations is imperative in providing the best possible service to our public.

* **Health, Safety and Wellbeing**

To take responsibility for health, safety and wellbeing in accordance with the council’s Health and Safety policy and procedures.

* **Equality and diversity**

To promote a society that gives everyone an equal chance to learn, work and live, free from discrimination and prejudice and ensure our commitment is put into practice. All employees are responsible for eliminating unfair and unlawful discrimination in everything that they do.

* **Confidentiality**

To work in a way that does not divulge personal and/or confidential information and follow the council’s policies and procedures in relation to data protection and security of information.

* **Climate Change**

To contribute to our corporate responsibility in relation to climate change by considering and limiting the carbon impact of activities during the course of your work, wherever possible.

* **Performance management**

To promote a culture whereby performance management is ingrained and the highest of standards and performance are achieved by all. Contribute to the council’s Performance and Development Review processes to ensure continuous learning and improvement and to increase organisational performance.

* **Quality assurance (for applicable posts)**

To set, monitor and evaluate standards at individual, team and service level so that the highest standards of service are delivered and maintained. Use data, where appropriate, to enhance the quality of service provision and support decision making processes.

* **Management and leadership (for applicable posts)**

To provide vision and leadership to inspire and empower all employees so they can reach their full potential and contribute to the council’s values and behaviours. Managers and leaders must engage in personal development to ensure they are equipped to lead transformational change; always searching for better ways to do things differently to meet organisational changes and service priorities.

* **Financial management (for applicable posts)**

To manage a designated budget, ensuring that the service achieves value for money in all circumstances through the monitoring of expenditure and the early identification of any financial irregularity.

*The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by your manager.*

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| Person specification |
|  | Essential | Desirable |
| Qualifications | * NVQ Level 3 in Business Administration or an equivalent relevant qualification
 | * IT Qualification
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| Experience | Significant experience of:* Work in an office environment
* Use of Microsoft Office applications
* Use of Oracle/Business Intelligence
* Providing admin support for meetings
* Handling and processing invoices
* Handling external suppliers
* Tracking project deliverables
* Working in a small team
* IT software packages such as Excel, Word, Outlook
 | Experience of:* Working with Durham County Council’s procurement systems or equivalent
* Project management software
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| Skills & Knowledge | * Excellent written and oral communications skills.
* Ability to work in a team
* Ability to work on own initiative
* Good organisational skills
* Good communication skills
* Website and social media applications
* Good Health & Safety awareness
* Understanding of data protection and privacy issues and other legislation in the e-communication area
 | * Knowledge of the North Pennines AONB
* Knowledge of the role and work of the AONB Partnership
* Awareness of Environmental issues
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| Personal Qualities | * Ability to relate well to people.
* A desire for professional development.
* Positive ‘can do’ approach
* Be able to maintain confidentiality
* Ability to work under pressure
* Ability to fulfil the transport requirements of the job.
 | * Feel confident in dealing with queries
* A personal commitment to and interest in the North Pennines
* An interest in and experience of protected landscapes would be a distinct advantage.

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