

JOB DESCRIPTION



Post Title: Social Development Assistant	
Department: Communities and Wellbeing	Establishment/Post Number:
Division/Section: Social Development Section	Post Grade: 5 (1 year fixed term) £17,173 - £17,681
Location: Town Hall, Bury or any other base within the Borough as required	Post Hours: 37 hours per week in accordance with flexi-scheme
Special Conditions of Service: <ul style="list-style-type: none">• Flexi time scheme in operation• To support the work of the Development Team by providing an effective and efficient administrative service in a range of areas and work in accordance with the Authorities policies and procedures in these areas.• The nature of this post will require the postholder to work flexibly dependent on the needs of the job. This can mean outside normal working hours (e.g. to attend meetings/events)• To make a substantial and significant team contribution in order to ensure the quality is maintained and improved to meet the needs.• Ability to travel in and outside Bury	
Purpose and Objectives of Post: <ul style="list-style-type: none">• To co-ordinate, collate and update systems as required to deliver an effective and efficient service• To provide dedicated administrative support to the Development Team and its associated groups, including task and finish groups• To actively support the Development Team in the collation of relevant performance monitoring data and information• To provide minute taking support to the Development Team• To provide a professional first point of contact service for the Development Team. This will include taking initial telephone calls, customer queries as well as liaising with other teams and department.	
Accountable to: Strategic Planning and Development Manager Social Development and Engagement Lead	
Immediately Responsible to: Development Manager	
Immediately Responsible for: None	

Relationships: (Internal and External)

- All employees within the department including management
- Employees in other departments
- Elected Members
- Members of the public
- Team Bury partners and other external organisations including local authorities, partners, voluntary groups and public agencies

Control of Resources

- Effective use of ICT equipment and systems
- Ensure that all matters relating to Health and Safety are adhered to.
- Petty cash float (£100)

Duties/Responsibilities:

- To perform duties including, filing, photocopying, receiving and making telephone messages, word processing and processing all types of enquiries received by the team.
- To co-ordinate administration and preparation for meetings, courses, training and other events; including booking venues, refreshments, speakers and equipment and publicising events
- To coordinate, collate and update information as directed for use by colleagues, management or the public
- To develop, update and maintain manual and electronic files and databases for the Team.
- To maintain accurate leave/sickness/flexi records for the team
- To provide support to The Bury Directory including the inbox, scrolling banner and tagging.
- To provide support to TBD project leads
- To analyse information/data and manage and provide monthly analysis
- To maintain confidentiality of records and circulations lists and distribute information as advised
- To undertake research as required to support the functioning of the Development Team
- To produce high quality documents using Microsoft Office and other suitable packages.
- Design and create forms, slides and presentations using Microsoft Office Packages to a high standard for the Team.
- To maintain a stock of teams resources and undertake stock audits.

- Assist with the process of orders and issue and balance petty cash in accordance with agreed council policy and procedures.
- To attend training courses to facilitate continued professional development and to use this knowledge to contribute to improving service delivery.
- To attend team and section meetings and to contribute ideas, suggestions and feedback to improve the work of the Social Development Section.
- As an employee of Bury Council you have a responsibility for, and must be committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults and for ensuring that they are protected from harm.
- Bury Council is committed to equality, diversity and inclusion, and expects all staff to comply with its equality related policies/procedures, and to treat others with fairness and respect.
- The post holder is responsible for Employees Duties as specified with the Corporate and Departmental Health and Safety Policies.

Health and Wellbeing -As an employee of Bury Council you should contribute to a culture that values and supports the physical and emotional wellbeing of your colleagues

Where an employee is asked to undertake duties other than those specified directly in his/her Job Description, such duties shall be discussed with the employee concerned who may have his/her Trade Union representative present if so desired. (see paragraph 203 of Supplemental Conditions of Service)

Job Description prepared by:	Sign:	Date:
Agreed correct by Postholder:	Sign:	Date:
Agreed correct by Supervisor/Manager:	Sign:	Date:

DEPARTMENT FOR COMMUNITIES AND WELLBEING

JOB TITLE: Social Development Assistant

CORE BEHAVIOURS FOR THE POST (Please tick those relevant)			
Commercial Thinking & Analysis	√	Planning	√
Customer Service	√	Developing Self & Others	√
Delivering Results		Teams, Networking & Partnerships	√
Values, Ethics & Diversity	√	Adapting to Change	√
Delivering a Quality Service(Continuous Improvement)	√		

SHORT LISTING CRITERIA	ESSENTIAL	DESIRABLE
Recent and relevant administrative experience	√	
Sound knowledge of office routines and operating office equipment	√	
Highly developed IT skills with the ability to use all Microsoft packages including Word, Excel, Power Point, Outlook and internet.	√	
Experience of organising events and meetings	√	
Good interpersonal skills including dealing with enquiries on the telephone, face to face and in writing	√	
Willingness to work flexibly to improve services to customers	√	
Experience of organising and prioritising own workload to ensure deadlines are met	√	
Evidence of using own initiative as well as working as part of a team	√	
Understanding the importance of working with confidential information in a discrete and sensitive manner	√	

CRITERIA FOR INTERVIEW AND OTHER ASSESSMENT METHODS

The short-listing criteria listed plus the following:

ASSESSMENT METHOD	CRITERIA
Test	Computer literate, possessing good keyboard skills and competence in the use of IT systems
Test	Accuracy, particularly in terms of the input and retrieval of data
Test/ Interview	Ability to complete administrative tasks in a confident manner
Interview	Ability to organise and prioritise workloads effectively
Interview	Good written and verbal communication skills
Interview	To work on own initiative and as part of a team