

Administrative Assistant (Criminal Justice)

Work location as indicated in advert

At a glance:

Grade: D

Salary: As per advert

Allowances:

- Distant Islands Allowance, where applicable

Job Purpose:

Your work will include providing administrative and business support, normally within the Criminal Justice Team but also throughout OHAC, according to demand.

For application support contact hrsupport@orkney.gov.uk or call 01856 873535 ext.2250

Benefits and Support

34 days annual leave, increasing to 39 days over 5 years, inclusive of Public Holidays (pro-rata)	Supported to work and earn whilst achieving qualification
Local Government Pension Scheme	Maternity, Paternity and Sick Pay
Comprehensive induction process	Employee Assistance Programme

Main Duties and Responsibilities

Provide high standard of general administrative and business support.

First point of contact for all service user enquiries – liaising with service users and resolving any issues, making appointments and confirming via letter or email as appropriate.

Prepare appropriate paperwork for court requests.

Use of financial system to raise and code purchase orders, process invoices and special payments. Enter and code journal transfers, goods received notes, recharge, place authorised orders, processing and reconciliation of petty cash, and other relevant processes.

Undertake any relevant employment administration related tasks, including processing of timesheets and the organisation of staff rotas, out of hours duty rota and any associated paperwork, monthly payments and duty bag if appropriate.

Accurately create and maintain both electronic and manual filing systems.

Maintain accurate archive records in line with the retention and disposal schedule.

Administer employee driving documentation checks.

Maintain relevant information to ensure that statistical data returns can be responded to i.e. Scottish Government, Inspectorates and internal management requests.

Record asset purchases and disposals, in line with relevant procedures, and report this to the Insurance Officer.

Ensure that all training is recorded appropriately.

Contribute to the review and updating of relevant documents and procedures.

Create and update existing and new staff files including new start forms, annual leave calculations, payroll forms, training records, termination forms and IT forms.

Set-up meetings and book venues, minute/note taking, prepare and distribute agendas, action logs, paperwork and materials for meetings – type up notes / digital recordings.

Support with responses to Freedom of Information and Subject Access requests.

Council Travel – responsible for booking relevant work-related travel and accommodation (*relates to Performance & Business Support posts only).

Responsibilities for All

Embody the Council Values of Accountable, Reliable, Considerate and Collaborative.	Participate in team meetings, 1 to 1s, supervision and good conversations process
Handle all information in confidence and in line with Data Protection requirements	Comply with the Council Employee Code of Conduct
Work safely to prevent risk to yourself and others	Comply with relevant professional body codes of practice/conduct
Ensure Equality, Diversity and Inclusion	Any other duties appropriate to your grade
Undertake mandatory and relevant training and development	Where required Support the Council's emergency response

Skills and Requirements

Must have

The minimum knowledge required for this role can be evidenced by either:

Holding a qualification at SCQF 5/6 i.e., SVQ2, National 5, Standard Grades, O Grade, Intermediate 2, SVQ3, Higher, National Certificate, Foundation Apprenticeship.

or

Having a minimum of 2 years previous relevant experience.

Experience of working in a busy office.

Ability to demonstrate a good understanding of office systems and procedures.

Experience in use of Office365 systems, including Excel and databases.

Ability to demonstrate knowledge of financial systems and procedures.

Requirements of the Role

Disclosure/PVG:	Level 1 Disclosure Check	Convictions to Declare:	Current
Politically Restricted Post:	No	Sponsorship:	No
Work Additional Hours:	No	Term Time Post:	No