

Job Outline

Post: Administrative Assistant 1

Location: tbc

Hours: 35hours per week

Duration: Fixed Term

Cluster: People

Grade: HC04

Contact Name: Tanya Lovat

Contact email: Tanya.Lovatt@highland.gov.uk

Job Purpose

To provide an efficient, comprehensive, confidential and high-quality administrative service for the Highland & Islands MARAC process.

Job Description – Key Duties and Responsibilities

1. Provide administrative support to Senior Admin and Service Management
2. Establish and develop effective and close working relationships with relevant members of the wider Health & Social Care Service and other partner agencies.
3. Preparing agendas, issuing papers, attending and minute taking at a range of meetings relating to Highland and Island MARACS as required.
4. Act as the first point of contact for a wide range of individuals, providing information, prioritising enquiries as appropriate and ensuring information is relayed on time. Ensure service policies, procedures, and guidance documents are accurately proofread, formatted, and quality-checked prior to their publication.
5. Ensuring both routine and complex sensitive information is communicated effectively to staff.
6. maintaining computerised systems/databases, particularly in relation to MARAC training, e.g. booking delegates on to training, and pre, on the day and post course evaluations, produce training reports.
7. The post holder will be required to comply with the relevant council policies and regulations including personnel, financial and information management.

8. Answering queries face-to-face, by telephone, videocalls, email and/or signposting as appropriate.

Other Duties

- The postholder may be required to undertake any other duties appropriate to the level of the post.
- Duties and responsibilities will vary from time to time.

Person Specification

Essential Attributes

1. Preferably two years office experience or NC/NQ or higher.
2. Strong verbal and written communication skills
3. Competent in use of Microsoft Office Packages.
4. Experience of using computerised financial systems, such as CIA, PECOS, and Integra.
5. Minute taking experience (preferred but training will be given).
6. Knowledge of GDPR and ability to maintain confidentiality.
7. Experience of working to strict deadlines.
8. To be self-motivated and be able to use own initiative as well as being able to work within a team.
9. Ability to manage own workload under pressure.
10. Attention to detail.
11. Access to personal/public transport.

Health and Safety

Health & Safety is an integral part of any role within the Highland Council. As such we would expect that all employees:

- Become familiar with Violent Incident and Accident reporting procedures and comply with them.
- Undertake a continual program of Risk Assessment in relation to their role within Highland Council.
- Have an understanding of the importance of Health and Safety in the workplace and familiarise themselves with the Highland Council's Health & Safety Procedures.

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Healthy
Working
Lives

EQUALLY SAFE AT
WORK
DEVELOPMENT

disability
confident
LEADER



happy to
talk flexible
working

We are a
**Living
Wage**
Employer

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