

LINDSEY MARSH DRAINAGE BOARD

JOB DESCRIPTION

<i>Job Title:</i>	Admin Support
<i>Grade:</i>	Grade 1
<i>Qualifications/Skills Required:</i>	GCSE Grade C or above in English Language Good typing skills and high level of accuracy Proficient in Microsoft Office suite Good time management and organisational skills Enthusiastic and flexible Ability to work on own initiative and interact as part of the team
<i>Responsible To:</i>	Corporate Services Manager
<i>Responsible For:</i>	Nil staff

Summary of Duties

Working with the Corporate Services Team providing secretarial support for the Water Management Consortium.

Detailed Responsibilities

1. Provide general secretarial support.
2. Meeting support as required for internal meetings - update diaries, set up meeting rooms, provide refreshments and welcome guests, and ensure rooms are cleared after use.
3. Diarise Board and Committee meetings, arrange suitable venues and ensure provision of IT and refreshments for Officers, members and visitors.
4. Book tickets/arrange transport for Officers and members as required to attend external events/training etc.
5. Collate and issue Board and Committee meeting papers.
6. Ensure Members' Declaration of Interest forms are completed and reviewed/updated annually.
7. Keep Board Members' Database up to date with any changes and notify ICT. Prepare welcome letter to new members and ensure relevant paperwork is completed and filed. Prepare and distribute up to date Members' Lists to staff and members.
8. Scan and file documents for the Corporate Services Team, ensuring compliance with the Document Retention Policy and file naming conventions.
9. Telephone and reception duties.
10. Monitor Lone Workers in line with the Board's Lone Worker Policy.
11. Distribute incoming post. Ensure adequate funds in franking machine, frank and post

outgoing mail and balance postage book at the end of each day.

12. Monitor stationery supplies, refreshments and cleaning materials for Wellington House, ensure adequate stocks are kept, seek best value for money, and ensure purchases are within budget.
13. Ensure Wellington House photocopiers are stocked up each day.
14. Order PPE for office staff in line with Policy and keep PPE register up to date. Purchase items as required for Operations Teams.
15. Book training courses for all staff across the Consortium as instructed by the Data Protection Officer, making sure there are no diary conflicts/holidays. File training certificates and update Training Database with renewal dates. Assist with the preparation of annual training estimates.
16. Issue Tool Box Talk paperwork as required by the Health and Safety Advisor, ensuring that sign sheets are completed, returned and filed with the documentation.
17. Issue Risk Assessments and Safe Systems of Work documentation as required by the Health and Safety Advisor, ensuring that the most up to date version is filed correctly and older versions archived. Liaise with ICT regarding upload to the Electronic Working System.
18. Monitor Lindsey Marsh and Doncaster East enquiries inboxes, ensuring that information is forwarded to the correct person and filed if necessary, and provide cover for Axholme and Trent Valley when required.
19. Monitor Queries/Complaints log and highlight any issues to the Corporate Services Manager, preparation of fortnightly report for SMT and a report for the relevant Board meetings.
20. Prepare purchase orders as required.
21. Prepare maps using ARC GIS.
22. Keep workspace, Board room, kitchen and reception clean and tidy.
23. Undertake weekly legionella and fire alarm checks at Wellington House and record as necessary, highlighting any issues to the Corporate Services Manager immediately.
24. Assist with PR for the Consortium and check social media accounts at least weekly, highlighting anything of note to the Corporate Services Manager.
25. Assist with the recruitment and onboarding processes as required. Preparation of ID and Weils Disease cards for new members of staff.
26. Any other tasks that you might reasonably be expected to carry out.