Administrator Officer

JE Code: JE1665



|  |
| --- |
| **Values – We are dedicated, respectful, collaborative, we are Milton Keynes City Council** |
| **Service:** | Revenues & Benefits |
| **Reports to:** | Team Leader Revenues & Benefits |
| **Job Family:** | Business Administration |
| **Grade:** | D |
| **Political restricted:** | N |
| **Date:** | December 2022 |

**Key Deliverables**

|  |  |
| --- | --- |
| 1. | To provide an efficient service to Blue Badge & Concessionary Fares applicants and Revenues & Benefits customers using all access channels: online, email, telephone, in writing and on occasion face to face whilst maintaining high standards of personal presentation and customer care. |
| 2. | To be responsible for verifying all original documents received into the Service ensuring that they comply with the legislative requirements and to process them in a timely and efficient manner, ensuring all computer records are accurately maintained. |
| 3. | To ensure that documents scanned onto the document management system comply with quality assurance standards. |
| 4. | To index all scanned documents correctly and ensure routing is to appropriate location. |
| 5. | To understand the Service’s administrative processes and the legislation governing the Blue Badge and Concessionary Fares. |
| 6. | To receive payments and record such income correctly and accurately on Council systems. |
| 7. | To provide timely and correct advice to customers in line with the knowledge and experience of the post holder. |
| 8. | To be able to communicate confidently and effectively with staff and customers. |
| 9. | To understand and ensure the need to observe confidentiality. |

*Within reason these key deliverables may evolve to meet service need and it is expected that you will be flexible and adaptable in your delivery to meet both service and council wide needs*

Essential Requirements (key skills & qualifications)

|  |  |
| --- | --- |
| 1. | GCSE English and Maths grades A – C, or equivalent. |
| 2. | Demonstrable excellent administrative skills including the ability to use a range of IT systems and databases, word processing, spreadsheet, presentation and database software. |
| 3. | Proven ability of numeracy and literacy and the attention to detail. |
| 4. | Proven ability to record relevant information in a timely and accurate manner. |
| 5. | Proven ability and experience to understand, plan prioritise workloads in line with statutory published or instructed time scale. |
| 6. | Proven ability to communicate well with a variety of people to achieve the appropriate outcome in difficult circumstances. |

Job Family

Business Administration

Grade D



|  |  |
| --- | --- |
| **Colleagues expectations*** Be professional at all times
* Work together for the good of the team, council and local people
* Promote a supportive culture
* Challenge assumptions
* Take ownership
* Be willing to change and do things differently
* Always work in a safe manner
 | **Managers expectations*** Be a role model by displaying positive behaviours at all times
* Make well-considered decisions
* Support, coach and communicate with my team
* Be accountable for my team’s performance
 |

Business Administration jobs are those which support their teams and the general public by carrying out administrative tasks and providing procedural guidance or managing those that do. Job holders' training and experience is in a wide range of office and IT skills, incorporating tasks, tools and techniques of their working area, allowing them to be deployed flexibly within the organisation. The principal responsibility is to support the work of their specialist colleagues by operating and/or managing the business systems that optimise service delivery in their area and/or to act as the public face of the council by providing service users with front line help and information.

### Role characteristics

At this level posts carry out complex administrative tasks in accordance with established guidelines and operating instructions. Job holders will plan to maximise efficiency and will be expected to deal with a range of administrative issues independently, including matters which may see them deal directly with those negatively affected by their decisions.

### The knowledge and skills required

Jobs require knowledge of a range of potentially complex tasks gained through a combination of formal education/training and job experience. The specific procedures, terminology and policy awareness required to support the specialist nature of team operations will be learned on the job.

Given the importance of maintaining accurate statutory records, some precision in typing and other record keeping tasks is required.

### Thinking, planning and communication

Significant judgemental skills are required to prioritise, plan and manage a wide range of inter-related administrative tasks within short time scales.

Analysing day to day problems and interpreting occasionally conflicting information will be necessary to support the work of the wider team.

These roles will interact regularly with immediate colleagues, other Council employees and outside contacts. They will exchange varied information with others and will also need to advise and even persuade others, for instance seeking information or ensuring the timely completion of interdependent tasks.

**Decision making and innovation**

Although rules, regulations and standard operating procedures provide a firm framework for decisions and advice offered, the job holder will inevitably be expected to deal personally with unexpected situations from time to time. Particularly challenging or unusual problems will, however, be referred to the appropriate supervisor/manager.

### Areas of responsibility

The work carried out by job holders directly benefits colleagues and/or external partners or the public by providing them either with services or authoritative advice and guidance.

Other than assisting with the induction and orientation of new team members, job holders will not have managerial or supervisory responsibilities over other employees.

Roles will have direct financial responsibilities but the precise nature of these will vary from post to post. While some may be accountable for spending decisions from an agreed budget, others may track and report of the movement of considerable sums.

Job holders will be expected to bear responsibility for the accuracy, confidentiality and security of the information they manage and share. They may, in addition, have responsibility for the care and safe keeping of office equipment.

### Impacts and demands

There will be modest demand for enhanced physical exertion, as most work can be done in the context of a normal office, or similar, environment. Some lifting and carrying of files, printed material or equipment will be needed quite regularly.

In an often busy and demanding working environment, job holders will need to engage in lengthy periods of concentrated mental attention to complete tasks and meet changing deadlines or deal with unavoidable interruptions.

Job holders will occasionally have contact with individuals whose circumstances or behaviour place more than normal emotional demands on the post holder.

With almost all work being carried out in normal office environments, there will be little or no exposure to disagreeable, unpleasant or hazardous working conditions. Job holders may, on rare occasions, experience unpleasant people related behaviour.