# Hosting Proforma

Armagh City, Banbridge and Craigavon Borough Council

Name of Host

Organisation

**1. Interchange Manager’s details**

Aisling Knipe

Name

Organisation/

Armagh City, Banbridge and Craigavon Borough Council

Department

The Palace Demesne

Armagh

BT60 4EL

Address

Telephone Fax number

0300 0300 900

Number

[Aisling.knipe@armaghbanbridgecraigavon.gov.uk](mailto:Aisling.knipe@armaghbanbridgecraigavon.gov.uk)

E-mail

Type of Opportunity

Administrative & Personal Assistant

**2. Details of hosting opportunity**

Description of opportunity

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| To provide a shared confidential comprehensive, diverse and professional administrative support service within the SOLACE Executive; to include a Personal Assistant role for the Chair of SOLACE and the Policy Officer.  The post holder will be required to provide administrative support to the SOLACE Executive and working groups including administration for meetings and will require a high level of customer service and ability to deal with and resolve issues using personal and professional judgement, building relationships with internal and external officers at all levels, promoting the profile of SOLACE. |

Main objectives of the opportunity

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| 1. Provide a high quality, confidential Personal Assistant role, to include:  * Organising, managing and monitoring the diary of key officers on a daily basis and meeting regularly with them to discuss, prioritise and action diary commitments; * Identifying and prioritising tasks on an ongoing basis, ensuring that there is sufficient time allocated for planning, preparation and strategic review of priorities; * Acting as a first point of contact for incoming telephone calls.  1. Provide comprehensive administrative support to the SOLACE Executive on a daily basis. 2. Log, prioritise and track all correspondence, draft responses and general correspondence, where appropriate, including that of a highly confidential and sensitive nature, update key officers and bring important issues and target dates to their attention. 3. Develop and maintain accurate and effective records and systems relevant to the work of the SOLACE Executive and ensure files/documents are held and maintained in line with Retention and Disposal policies. 4. Undertake research/obtain information and draft reports as required. 5. Schedule and organise meetings of the SOLACE Executive. This includes providing a comprehensive administrative service for meetings, organising venues and catering, ensuring officers are equipped, briefed and made aware of any pertinent issues, compiling agendas and papers, attending meetings and preparing minutes/action sheets. 6. Manage the compilation and preparation of meeting papers, ensuring their submission in a timely manner to the required standard. 7. Operate the appropriate Council’s computerised Purchase Ordering System in line with the Financial Regulations, Procurement Policy and other relevant policies/procedures. 8. Develop and maintain records and assist with the analysis of financial reports, reconcile financial data and assist with recording and receipt of all monies, including credit card payments and verification of expenditure in accordance with financial regulations. 9. Assist with the processing of a range of data including checking for accuracy and transfer of data to other agencies in line with statutory and service requirements. 10. Undertake any other relevant duties that may be required and are commensurate with the nature and grade of the post. |

**3. Skills requirements**

What qualities, skills and experience is required from the individual

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| Essential   * 5 GCSEs (Grades A – C) or equivalent/comparable   including Maths and English Language;   * OCR Level 2 Award in Text Processing (Business Professional) (Text Processing and Word Processing) or OCR/RSA Stage II Typewriting/Word Processing (Parts 1 & 2) or equivalent. * 2 years’ experience of providing high-quality PA administrative support to senior management to include   each of the following:   * Diverse administration duties; * Drafting of documents including correspondence and reports; * Working with senior officers; * Diary management; * Organisation of meetings; * Minute-taking and production of minutes; * Preparation and dissemination of meeting papers and follow through actions; * Dealing with confidential/sensitive matters; * Managing a heavy workload and challenging/changing/conflicting priorities and deadlines.   Desirable   * A relevant 3rd level qualification; * OCR Level 3 Award in Text Processing (Business Professional) (Text Processing and Word Processing) or OCR/RSA Stage III Typewriting/Word Processing (Parts 1 & 2) or equivalent. * Additional relevant experience. |

**4. Personnel: Please state below**

Who will the individual report to?

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| SOLACE Policy Officer |

Who will be the individual’s line manager and/or reporting officer?

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| SOLACE Policy Officer |

**5. Transfer of learning**

Please give details of how the Opportunity will benefit your organisation, the

individual and their organisation.

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| This is an excellent opportunity for any individual to provide administrative support to the SOLACE Executive and working groups using personal and professional judgement, building relationships with internal and external officers at all levels, promoting the profile of SOLACE. |

**6. Logistics**

Please provide details of the likely start date, duration, location, form of transport required, resources (i.e.; desk, PC, etc.) and funding arrangements for the opportunity.

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| **Start Date**: As soon as a suitable candidate is identified and release date agreed.  **Duration**: The secondment is expected to last for 12 months initially but may be extended subject review and funding.  **Location**: Post Holder will be located in the location of the current SOLACE Chair (ABC BC area with hybrid working arrangements facilitated).  **Funding**: The host organisation will meet salary and associated costs and the salary range is: £25,419 -£27,514.  **Further information**: Further information about the post can be obtained from Niamh Shannon, Acting Head of HR and Organisations Development, by email at: [Niamh.shannon@armaghbanbridgecraigavon.gov.uk](mailto:Niamh.shannon@armaghbanbridgecraigavon.gov.uk).  **Closing Date:** Applications must be submitted by **2.00pm on Thursday 09 June 2022** to:[**interchangesecretariat@finance-ni.gov.uk**](mailto:interchangesecretariat@finance-ni.gov.uk) |

**7. Endorsement**

**Interchange Manager**

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| Aisling Knipe |

**Signed:**

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| **01 June 2022** |

**Date:**

**Annex A**

**Job Description**



**Person Specification**

