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| **Job & Person Specification** |
| **Job Title:****Reference:** | **Admin Assistant** ***MBS-032-24*** |
| **Member of the Senedd:** | **Jeremy Miles** |
| **Pay Band:** | **3** |
| **Salary Range: (pro rata)** | **£23,742 - £31,798***All new staff are expected to enter on the scale minimum of the appropriate pay band. Individual staff will, subject to satisfactory performance, move up the incremental scale one point at a time on the anniversary of their commencement of employment until they reach the scale maximum for their band.* |
| **Working Hours:** | **7.4 hours per week** |
| **Appointment Type:** | **Permanent\*** |
| **Location:**  | **Constituency office Neath** |
| **Purpose of Job** |
| To provide the Member of the Senedd with administrative, constituency and publicity support ensuring that standards of confidentiality are maintained. |
| **Main Duties** |
| 1. Answer telephone, take messages and deal with enquiries and requests as appropriate.
2. Provide administrative, casework and research support when needed.
3. Draft basic letters, briefing notes and other documents as required by the Member of the Senedd
4. Process and manage claims and expenses
5. Ensure all cases are logged, monitor progress and ensure identified actions are taken using Caseworker system.
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| **Person Specification (please refer to the ‘essential’ criterion below when completing the *‘Information in support of your application’* section of the application form.** |
| **Essential Knowledge and Experience** * Working effectively within an office environment ideally in a political environment
* Experience of administrative work and knowledge of office systems
* Experience of using IT packages such as Office
* Understanding of, and commitment to, combating discrimination and promoting the equality of opportunities and the Nolan Principles of Public Life.

**Essential Qualifications*** NVQ Qualification level 3 or equivalent in Office Administration, Customer Service or a relevant subject or;
* Demonstrable numeracy and literacy skills e.g. English and Maths GCSE (or equivalent) at Grade C or above.

**Essential Skills and Behaviours*** Effective organisation and planning skills
* Ability to work on own initiative to tight deadlines, with the ability to work flexibly and juggle a range of tasks
* Effective Communication and interpersonal skills and the ability to deal with a range of people
* Effective IT Skills particularly using Microsoft packages such as Word, Outlook and Excel
* Ability to demonstrate sensitivity and ensure that the highest standards of confidentiality are upheld

*Desirable** An understanding of current affairs and issues of relevance to Wales, an interest in the Welsh political system
* The ability to work in both Welsh and English
* Sympathetic to the aims and values of the Party
* Knowledge and understanding of issues relevant to the local area
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| **Additional Information** |
| Please note appointment will be subject to references and a security check.*\* Should the Member of the Senedd resign or following an election, not be returned, this position will be made redundant.  For positions within the Party Group should there be a change in the Party Leader, or in the number of Group Members, this position may be made redundant*  |
| I am an equal opportunities employer and welcome applications from all suitable persons including people from the following protected characteristics (race, sex, disability, religion/belief, sexual orientation, gender identity, marriage / civil partnership, pregnancy / maternity or age). |