**Job and person specification**

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| **Job title:** | **Administrative Assistant**  |
| **Reference:** | *MBS-041-25* |
| **Office of:** | **Heledd Fychan** |
| **Pay band:** | **3** |
| **Salary range:****(pro-rata)** | **£25,167 - £33,706**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:** | **25 hours per week** |
| **Appointment type\*:** | **Fixed Term for 8 months** |
| **Location:** | *Pontypridd* |

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| **Additional information:** |
| \*Appointment type: Should the Member 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. |
| Please note that this position may be subject to evaluation. The role, its responsibilities, and associated pay may be reviewed and adjusted to ensure alignment with the Member's goals and objectives. Candidates should be prepared for potential changes based on business needs of the Member. |
| 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). |
| Please note that appointment will be subject to references and a security check. |

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| **Purpose of the job** |
| To provide secretarial and administrative support to the Member of the Senedd, ensuring that confidentiality standards are maintained.  |

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| **Main duties** |
| 1. Preparing various letters or reports as required.
2. Maintaining a digital filing system including casework linking previous papers to current correspondence, and sourcing documents on request.
3. Answering the phone, taking messages and dealing with queries and requests as appropriate.
4. Sorting incoming mail in order of priority and prepare draft replies to routine correspondence.
5. Investigating and following up on fundamental issues raised in constituency correspondence, ensuring that they are resolved on time.
6. Making travel arrangements and arrange surgeries.
7. Maintaining the Member's appointment diary, arranging and cancelling appointments.

 Meeting and greeting visitors as required. 1. Sourcing papers and briefing notes and collating them for

 meetings.1. Drafting basic letters, briefing notes and any other documents at the request of the Member of the Senedd.
2. Processing and managing claims, payments and expenses.
3. General administrative duties as required.
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| **Person specification** |
| **Essential knowledge and experience** * Some experience of administration work and knowledge of office systems, e.g. manual and computer systems.
* An understanding of and commitment to combating discrimination and promoting equality of opportunity, and the Nolan Principles for Public Life.
* Knowledge and understanding of local area issues.

**Essential qualifications** * NVQ level 3 or equivalent in Office Administration, Customer Service or related subject or;
* demonstrable numeracy and literacy skills e.g. GCSE English and Maths (or equivalent) at grade C or above or;
* relative experience in a similar job.

**Essential skills and behaviours*** Effective organisational and planning skills
* Ability to use initiative and work to tight deadlines, with the ability to work flexibly and juggle a range of tasks.
* Effective interpersonal skills and ability to deal with a variety of people.
* Effective IT skills, especially in the use of Microsoft packages such as Word, Outlook and Excel.
* Ability to demonstrate sensitivity and ensure the highest standards of confidentiality are maintained.
* Ability to work through the medium of English and Welsh.

*Desirable** An understanding of current affairs and topics relevant to Wales and the local area, and an interest in the Welsh political system.
* Sharing the Party's aims and values.
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