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| **Job & Person Specification** |
| **Job Title:****Reference:** | **Administrator****MBS-071-21** |
| **Member of the Senedd:** | **Jane Dodds** |
| **Pay Band:** | **3** |
| **Salary Range: (pro rata)** | **£20,607 - £27,790***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:** | **37** |
| **Appointment Type:** | **Permanent** |
| **Location:**  | 1. **Home**
2. **Jane Dodds’s Office in Llandrindod Wells**
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| **Purpose of Job** |
| To provide the Member of the Senedd with a secretarial service/ administrative support ensuring that standards of confidentiality are maintained. |
| **Main Duties** |
| 1. Assist with email correspondence, filing and categorising incoming emails and dealing with enquiries and requests as appropriate
2. Maintain an appointments diary for the Member, arranging, rescheduling and cancelling appointments as needed
3. Maintain an online filing system, scanning paperwork as needed, associating previous files and documents with current correspondence, and extracting documents on request
4. Answer telephone, take messages and deal with enquiries and requests as appropriate
5. Sort incoming post into priority order, reply to it, scan and forward letters to the Member when appropriate and prepare draft replies to routine correspondence
6. Assist with setting up a Constituency Office for the Member in Llandrindod Wells
7. Investigate issues raised in constituency correspondence and follow up in such cases, ensuring their timely resolution
8. Maintain a casework system and assist with casework
9. Make travel arrangements and organise surgeries throughout the Mid and West Wales Region

 1. Extract and compile papers and briefing notes for meetings
2. Draft and edit letters, briefing notes and any other documents as required by the Member of the Senedd
3. General administrative duties as may be required
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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** * Some experience of administrative work and knowledge of office systems e.g. manual and computerised
* Understanding of, and commitment to, combating discrimination and promoting the equality of opportunities and the Nolan Principles of Public Life
* Knowledge and understanding of issues relevant to the local area

**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 interpersonal skills and the ability to deal with a range of people
* Excellent communication skills
* 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 and the local area, an interest in the Welsh political system
* The ability to work in both Welsh and English
* Sympathetic to the aims and values of the Welsh Liberal Democrats
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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*  |
| **Application Process** |
| **Closing Date:** | 12:00 (midday) 18 October 2021 |
| **Interviews:** | w/c 18th October 2021 |
| **Contact:** | claire.halliwell@senedd.wales |
| 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). |