**Job and person specification**

|  |  |
| --- | --- |
| **Job title:** | **Administrator**  |
| **Reference:** | *MBS-036-25* |
| **Office of:** | *Jane Dodds MS* |
| **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:** | **18.5 hours per week** |
| **Appointment type\*:** | **Fixed term until April 2026 (with the possibility to make permanent)** |
| **Location:** | **Brecon / Flexible**  |

|  |
| --- |
| **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. |

|  |
| --- |
| **Purpose of the job** |
| To provide the Member of the Senedd with a secretarial service/ administrative support ensuring that standards of confidentiality are maintained. |

|  |
| --- |
| **Main duties** |
| 1. Transcribe/type (including audio) various letters and/ or reports (more applicable to a Personal Assistant role – delete if appropriate)
2. Maintain a filing system, associating previous papers with current correspondence, and extracting documents on request
3. Answer telephone, take messages and deal with enquiries and requests as appropriate
4. Sort incoming post into priority order and prepare draft replies to routine correspondence
5. Investigate issues raised in constituency correspondence and follow up in such cases, ensuring their timely resolution
6. Make travel arrangements and organise surgeries
7. Maintain an appointments diary for the Member, arranging cancelling appointments, meeting and greeting visitors as required
8. Extract and compile papers and briefing notes for meetings
9. Draft basic letters, briefing notes and any other documents as required by the Member of the Senedd
10. Work with the Office Manager and Senior Administrator on any administrative assistance required in the upkeep of the Constituency Office.
11. Process and manage claims and expenses
12. General administrative duties as may be required
 |

|  |
| --- |
| **Person specification** |
| Please refer to the essential criteria 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
* Ability to write speeches, press notices and briefings
* 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 criteria** * 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
 |