

JOB TITLE: B-wbl Administrator

SALARY: Points 12 – 18 (Business Support Scale)

REPORTS TO: B-wbl Contracts and Compliance Manager

Job Description

Job Purpose

Based within the B-wbl (Work Based Learning Consortium) Team, to provide wide-ranging administrative support and facilitate a number of digital systems-based functions for both the B-wbl team and Consortium members.

Main Duties and Responsibilities

1. Provide a full range of administrative support services, to include: organising meetings and events, minute taking at a high level, handling queries, managing referrals, electronic filing etc.
2. Support the team in providing administration around all aspects of e-track, Maytas and the B-wbl Hwb
3. Under the guidance of senior team members, create and monitor system access and permission levels for SharePoint, e-track and Maytas.
4. Assist with the development and maintenance of content and resources on the B-wbl Hwb SharePoint site and e-track Communities.
5. Organise the central email inbox and ensure all communication is passed to the relevant person/people to be dealt with appropriately.
6. Prepare documents and communication such as templates, procedures, reports, meeting papers and contract updates.
7. Support the team with preparing and checking files and data for internal audits and assurance checks
8. Monitor and follow up audit and meeting actions and identify areas to be escalated to colleagues for review.
9. Respond positively and effectively to enquiries and requests for information, advice and assistance from staff, partners, learners and external customers.
10. Work with Consortium members and Pembroke College staff members to co-ordinate and make all necessary preparations for external audits and spot checks, inspections as well as other identified activities.

General Responsibilities

- To operate within budget constraints, and secure financial control and value for money in all activities.
- To contribute to a culture of continuous improvement.
- To demonstrate behaviours that are consistent with an open, inclusive and participative management style.
- To participate in personal professional development activities.
- To comply with all cross-College Policies and Procedures and take specific responsibility for the College's commitment to diversity, equality of opportunity and for maintaining a safe and healthy working environment.
- To carry out any other duties commensurate with position, qualifications and experience.
- To keep up to date with all relevant specialist information and developments – including legislation – and assess impacts, ensuring appropriate dissemination or implementation.
- Encourage staff to undertake industrial opportunities as part of scholarly activity as appropriate
- To work to the highest professional standards in accordance with the Staff Code of Conduct and to comply fully with the College's commitment to equality and diversity.
- To safeguard and promote the welfare of children and vulnerable adults.
- To adhere to the College's Data Protection Policy and Electronic Communications guidance including email and internet usage.
- To take reasonable care of your own health and safety, and of the safety of other people in accordance with College policies and procedures.

The College is committed to the promotion of Education for Sustainable Development and Global Citizenship (ESDGC), the Welsh language, Equality and Diversity, Essential Skills, Health, Safety, Safeguarding, Wellbeing and the Environment.

Mae'r Coleg wedi ymrwymo i hyrwyddo Addysg ar gyfer Datblygiad Cynaliadwy a Dinasyddiaeth Fyd-eang (ADCDF), yr iaith Gymraeg, Cydraddoldeb ac Amrywiaeth, Sgiliau Hanfodol, Iechyd, Diogelwch, Diogelu, Lles a'r Amgylchedd.

PERSON SPECIFICATION

Selection Criteria	Essential	Desirable	Method of Assessment
Qualifications & Training	<ul style="list-style-type: none"> • If not held, to undertake and achieve a minimum level 3 qualification in a relevant discipline within an agreed timescale • Good general education to minimum level 2 or above to include English, Maths and IT 	<ul style="list-style-type: none"> • Minimum level 3 qualification in a relevant discipline (or currently working towards) • IT Level 2 qualified 	Application Form
Knowledge & Experience	<ul style="list-style-type: none"> • Proficient in the use of the Microsoft Office Suite of applications, (in particular the use of Excel and Word) • Experience of working within a busy office environment • Minute taking 	<ul style="list-style-type: none"> • Minute taking for large scale or high-level meetings 	Application Form/Interview Skills Testing
Skills & Abilities	<ul style="list-style-type: none"> • Excellent interpersonal and communication skills. • Excellent spelling and grammar • Able to work accurately towards targets and deadlines. • Excellent organisational skills • Excellent numerical skills 	<ul style="list-style-type: none"> • Ability to meet and greet in Welsh for the purpose of providing customer service 	Interview Skills Testing
Personal Attributes	<ul style="list-style-type: none"> • Ability to use own initiative • A well organised approach to work • Approachable, flexible and professional manner • Strong Team player • High degree of diplomacy and discretion when handling sensitive and confidential data • A warm, friendly approach and the ability to empathise where necessary • Numeracy skills and a logical approach 		Interview
Special Requirements	<ul style="list-style-type: none"> • Suitable to work with children and vulnerable adults. 		