

## ROLE PROFILE

<b>Function</b>	<b>Admin</b>	
<b>Job Title</b>	<b>Administrator</b>	
<b>Grade</b>	<b>C2</b>	
<b>Reporting Lines</b>	<b>Reports to</b>	<b>Regional Senior Management Team</b>
	<b>Direct Reports</b>	<b>N/A</b>

### Aim of the role

To deliver effective support to the regional Senior Management Team.

### Responsibilities and Duties

- Inbox management, ensuring incoming communications are responded to in a timely manner
- Support the Senior Management Team with a range of administrative tasks
- Liaise with and coordinate across departments
- Maintain and reviewing filing systems to ensure information is current and available
- Support the effective running of the office
- Provide ad hoc project support
- Other ad hoc administrative tasks commensurate with the grade of the role

### Knowledge Skills and Experience

- Proficient IT skills, particularly in the use of Microsoft Office packages and Outlook
- Strong organisation skills and close attention to detail
- Self-motivated to deliver a high quality of work
- Able to take a professional and flexible approach
- Excellent written and verbal communication skills
- Exceptional attention to detail
- Experience of working in an administrative support role
- Strong team player with a desire to learn and contribute to the success of a busy professional team
- Possess a positive “can do” attitude

<b>Our Values</b>	
<b>Collaborative</b>	Act as one team Communicate Assume everyone has the best intentions Find a shared solution
<b>Trusted</b>	This starts at the top Ensure everyone feels valued Say what you mean, do what you say Be open and honest
<b>Focused</b>	Make sure we deliver Be present in the process Be thorough and disciplined Understand the end goal