

Administrator

Department:	Strategic Policy, Planning and Performance	
Section:	Statistics Jersey	
Reports to:	Principal Statistician	
JE Ref:	SPPP1073	
Grade:	CS 6	JE Date: 14.03.2024

Job purpose

Provides office services by implementing administrative systems, procedures, and policies; monitoring administrative projects, diary management, processing and ensuring accurate data input in order to provide an effective support service across all of the Statistics Jersey teams.

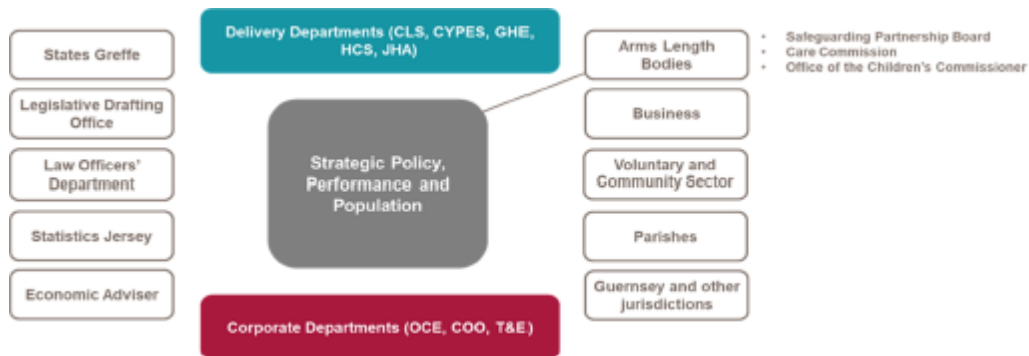
Job specific outcomes

- Manage administrative processes and workflows to ensure effective functioning of the team and in line with Statistics Jersey and States of Jersey policies and procedures.
- Book venues and equipment, invite delegates, collate bookings, monitor waitlist, send reminders, print course materials, collate feedback, issue certificates
- Publish information on website
- Monitor email enquiries and respond appropriately
- Arrange cost recoverable fees for chargeable courses
- Initiate ordering of goods with Supply Jersey. Review order requisitions and liaise with external providers to ensure goods and services are ordered and delivered on time and budget
- Provide financial information to senior management, managers and staff when required to support the management of budgets and spend activity.
- Accurately code and check invoice amounts and purchase orders, to ensure they relate to the correct budgets and are logged, cross examined and matched correctly to any relevant paper work or records before passing for sign off and payment. Query incorrect amounts or descriptions and arrange for prompt return of amended copies.
- Collate and analyse statistical reports for quality assurance purposes. Identify any issues to the most appropriate person.
- Book meeting rooms, invite and monitor attendees and take meeting minutes.
- Administer travel bookings at the request of designated team Managers.
- Provide administrative support on ad-hoc team projects.
- Maintain confidentiality of highly sensitive personal information to ensure compliance with data protection requirements.
- Ensure that administrative tasks are carried out following department processes and consistent with agreed timescales.
- Provide cover for the office during absence.
- Interface with members of the public as needed: answering calls and directing enquiries to team members as required.

Statutory responsibilities

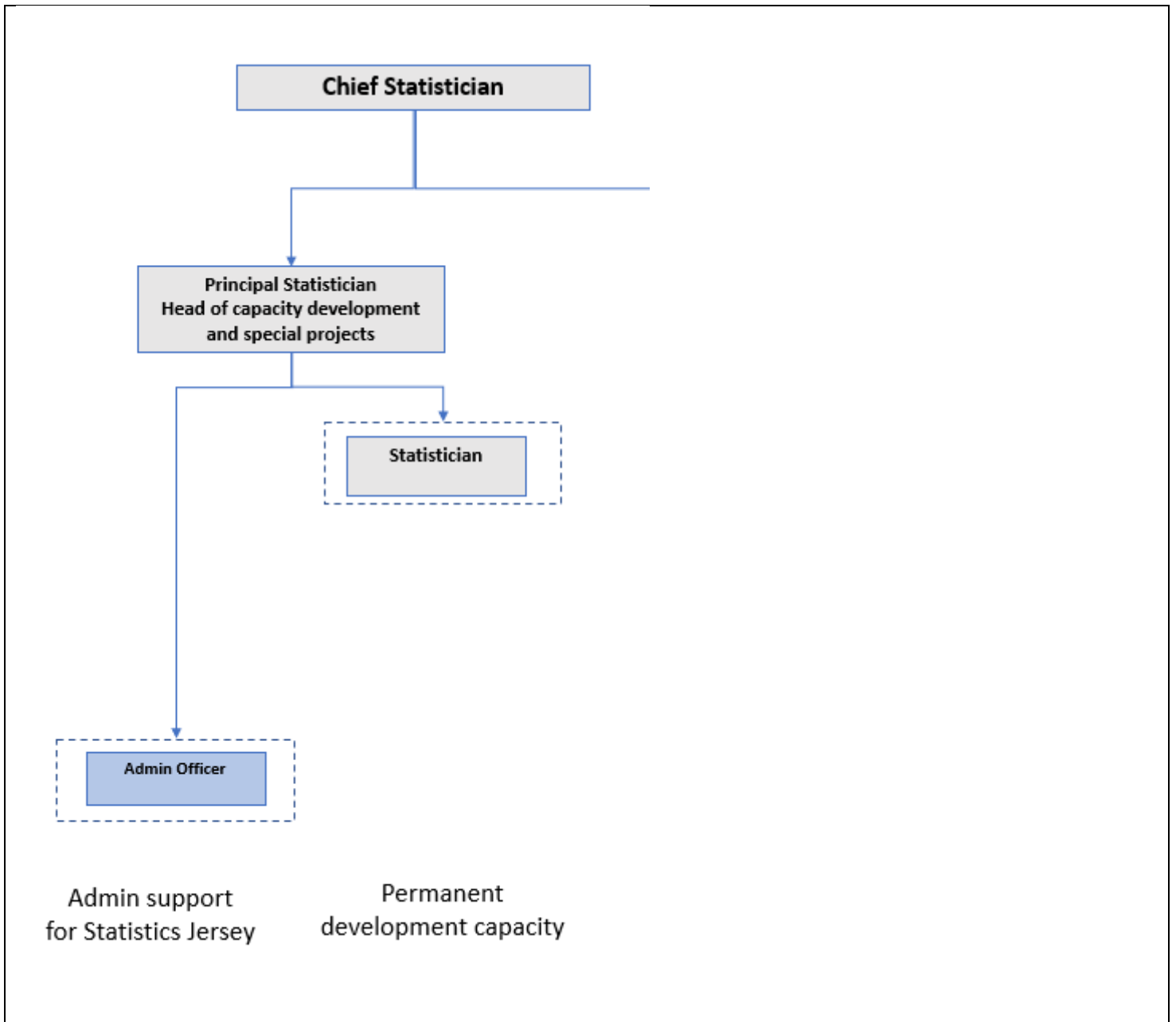
Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

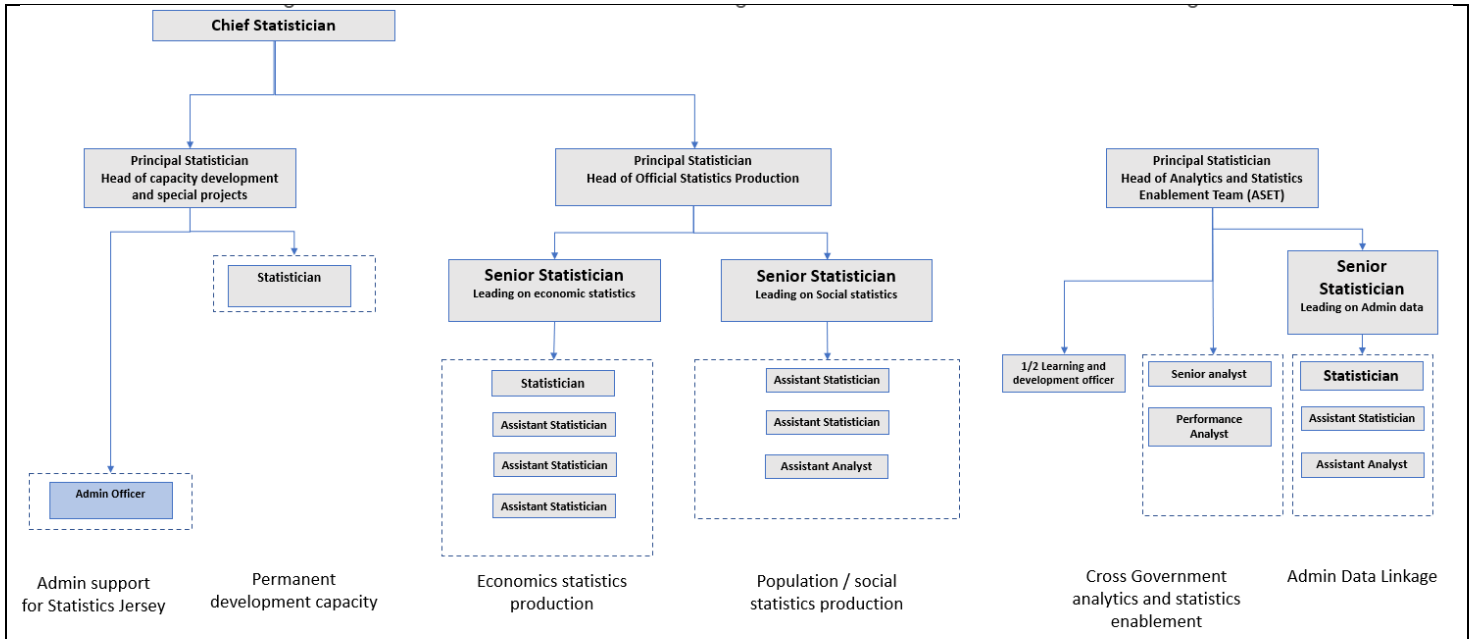
Organisational structure



Organisation chart







Person Specification

Specific to the role

Describe the knowledge, skills, experience, and qualifications required to perform the job to a satisfactory standard.

It is important to convey what the job requires, rather than what an individual might have, as these may be different. For example, you may have a postgraduate level qualification, however, an A' Level standard qualification is the requirement for the job.

ATTRIBUTES	ESSENTIAL	DESIRABLE
<p>Qualifications</p> <p><i>Please state the level of education and professional qualifications and / or specific occupational training required.</i></p>	<p>3 GCSE A-C qualifications or relevant vocational qualification.</p>	
<p>Knowledge</p> <p><i>This relates to the level and breadth of practical knowledge required to do the job (e.g. the understanding of a defined system, practice, method or procedure).</i></p>		<p>Knowledge of States of Jersey services and that of the team</p>
<p>Technical / Work-based Skills</p> <p><i>This relates to the skills specific to the job, e.g. language fluency, vehicle license etc.</i></p>	<p>Have used computer systems to enter data and retrieve data.</p> <p>Proficient in using computer applications e.g. Microsoft Office.</p> <p>Attention to detail and ability to record information accurately with minimum supervision.</p>	<p>Have previously carried out financial processing e.g. code and check invoices amounts, purchase orders, credit card statements, petty cash and expenses claims</p>
<p>General Skills/Attributes</p> <p><i>This relates to more general characteristics required to do the job effectively, e.g. effective written communication skills, ability to delegate, motivation or commitment etc.</i></p>	<p>Able to accurately record information and data.</p> <p>Ability to manage own workload within agreed timelines and escalate where issues arise.</p>	

	Organised and self-motivated.	
<p>Experience</p> <p><i>This is the proven record of experience and achievement in a field, profession or specialism. This could include a minimum period of experience in a defined area of work if required by an external body (for example a period of post-qualification experience).</i></p>	<p>Previous experience of working in an administrative role using computer applications.</p>	<p>Exposure to confidential and sensitive data.</p>

Personal Attributes

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the States of Jersey tier 6 core accountabilities attributes and behaviour indicators.