

## Job description

<b>Job title</b>	<b><u>Administration Officer</u></b>
<b>Directorate</b>	People Group
<b>Pay band</b>	AO
<b>Responsible to</b>	<b>HEO</b>
<b>Base/location</b>	Hybrid/Office
<b>Hours/ Sessions per week</b>	22.5hrs per week
<b>Job type</b>	Permanent

**UKHSA ethos is to be an inclusive organisation for all our staff and stakeholders. To create, nurture and sustain an inclusive culture, where differences drive innovative solutions to meet the needs of our workforce and wider communities. We do this through celebrating and protecting differences by removing barriers and promoting equity and equality of opportunity for all.**

### **Short Summary**

The job purpose is to work collaboratively with all members of the team and/or Directorate to provide an accurate and effective administrative support service. The post holder will work with minimal supervision and be expected to work flexibly as part of a multi-disciplinary team providing a wide range of specific administrative duties. The post holder may work with colleagues who are based across the country at different sites and/or who work remotely.

### **Job description**

- Act as a point of contact for Pension enquiries related to the functions of the team. Handle the queries in line with pension procedures, either responding as appropriate or referring to another member of the team.
- Access Pensions online system for the collection of notification, update systems then file as appropriate.
- Maintain employee databases as required, including updating from various sources, collecting and checking data, supplying information as instructed.
- Support the pensions team by organising and maintaining the electronical filing system, ensuring easy retrieval of documents and information when needed.
- Support the maintenance of Pension management systems, including (but not limited to) processes for filing, staff availability, schedules of meetings, diaries, addresses/distribution lists, email address and contact details.
- Use the functions of MS office including mail merge, spreadsheets, data bases and PowerPoint

- Support the maintenance of the Pensions Team guidance, newsletter, communication and weblinks.
- Provide administrative support to the pensions team, such as preparing presentations, formatting documents, and assisting with projects as assigned.
- Undertake research as directed
- The duties/responsibilities listed above describe the post as it is at present and is not intended to be exhaustive. The Job holder is expected to accept reasonable alterations and additional tasks of a similar level that may be necessary.

## **Communication and key working relationships**

### Internal

- All levels of staff and management
- HR Business Partners
- Finance Partners
- HR/payroll and pension teams
- Workforce information team
- Deputy Director of HR

### External

- Outsourced payroll provider
- NHS pension provider
- Civil Service pension provider
- All levels of staff and management from other Civil Service departments

## **MAIN DUTIES AND RESPONSIBILITIES**

### **Professional development**

You should pursue a programme of continuous professional development in accordance with any relevant professional registration or statutory requirements, while maintaining appropriate awareness of service provider requirements.

### **Key Responsibilities**

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### **Safety**

- **To observe safety regulations and attend mandatory fire, manual-handling training etc.**
- **To report all accidents to a senior member of staff.**
- **To ensure that equipment is used in a safe and responsible manner.**

### **Other**

**The above is only an outline of the tasks, responsibilities and outcomes required of the role. You will carry out any other duties as may reasonably be required by the directorate.**

**The job description and person specification may be reviewed on an ongoing basis in accordance with the changing needs of the organisation.**

**It should be noted that the work of the division is of a confidential nature and must not be communicated other persons except where required for authorized purposes.**

### **Essential Criteria:**

- **GCSE or O level or demonstrate administrative experience**
- **Understanding of the importance of Confidentiality**
- **Ability to communicate effectively**
- **Ability to work as a team.**
- **An understanding of and commitment to equality of opportunity and good working relationships, both in terms of day-to-day working practices, but also in relation to management systems**

## Vacancy Success Profile

Behaviours	
Seeing the Big Picture	<input type="checkbox"/>
Changing and Improving	<input type="checkbox"/>
<b>Making Effective Decisions</b>	<input type="checkbox"/>
Leadership	<input type="checkbox"/>
<b>Communicating and Influencing</b>	<input type="checkbox"/>
<b>Working Together</b>	<input type="checkbox"/>
Developing Self and Others	<input type="checkbox"/>
Managing a Quality Service	<input type="checkbox"/>
<b>Delivering at Pace</b>	<input type="checkbox"/>

Strengths
<p><i>[Please delete below strengths as appropriate.]</i></p> <p><b><i>Adaptable, Analytical, Authentic, Catalyst, Challenger, Change Agent, Confident, Courageous, Decisive, Disciplined, Efficient, Emotionally Intelligent, Enabler, Explainer, Focused, Inclusive, Influencer, Improver, Learner, Mediator, Mission, Motivator, Negotiator, Networker, <b>Organiser</b>, <b>Precise</b>, Preventer, Problem Solver, Relationship Builder, Resilient, Responsible, Service Focused, Strategic, Team Leader, Team Player, Visionary</i></b></p>

Experience	
<p>As per advert:</p> <ul style="list-style-type: none"> <li>CV/ Application Form</li> <li>Statement of Suitability</li> </ul>	
Technical	
Qualifications required:	
Licence(s)	
Memberships(s)	



Other	

### **Selection Approach**

Sift/Shortlisting	
Elements to be assessed	At sift stage you will be assessed on essential criteria and this will be in the form of a CV/ Application form and 1000 words) Statement of Suitability
Interview	
Elements to be assessed	

### **Panel Member Requirements**

- Panel must not be single gender
- Panel chair must be a grade above the advert and a civil servant
- Highlight whether contractor or civil servant
- All panel members should complete training on equality and diversity and success profiles.