



Applying for a job – Example of Job Description

BRIGHTON & HOVE CITY COUNCIL - JOB DESCRIPTION

Job Title:	Health Development Administrator
Reports to:	Health Development Manager
Department:	Planning & Public Protection
Section:	Environmental Health & Licensing

Purpose of Job

The post holder provides a comprehensive and effective administrative service to staff across the Directorate.

Principal Accountabilities

1. Provides a full administrative support to staff within the Health Development Team using appropriate software packages within set timescales and to a high standard of accuracy and presentation.
2. Deals appropriately with a range of enquiries from a variety of sources by e mail, telephone or in person taking any necessary follow up action and messages or re directing as necessary. The enquiries may be sensitive and complex. Prepares and distributes responses without reference.
3. Proactively organises and prioritises own workload managing own time effectively, highlighting problems and proposing possible solutions within existing resources. Seeks appropriate guidance when necessary.
4. Manages diaries and electronic schedules. .
5. Arranges a variety of meetings involving internal and external agencies using initiative to produce agendas in advance, attend meetings, take minutes.
6. Arranges events, books appropriate venues and hospitality and undertakes associated administrative tasks.
7. Establishes and maintains appropriate databases and staff records, completes sickness and absence returns within set timescales, maintains annual leave records and alerts managers of any potential cover arrangements required.
8. Meets and greets visitors providing a welcoming environment and offering refreshments...
9. Develops and maintains effective and efficient office systems including bring forward, central and individual filing systems.
10. Undertakes any other duties at the request of a manager which are commensurate with this role including project work.
11. Works as a member of the team in a supportive, co-operative manner, sharing information and liaising with colleagues to provide support and cover when required.
12. Deals with enquiries from staff across the Directorate in terms of the location of policies, procedures and documentation advising as appropriate.
13. Follows procedures to raise cheques and invoices and code expenditure as requested.
14. To uphold the Council's Equal Opportunities Policy.
15. To uphold the Council's Health and Safety Policy particularly with regard to agreed codes of practice and safe methods of working.



Equalities

To uphold and carry out the duties of the post with due regard to the City Council's Inclusive Council Policy.

Health & Safety

You must be prepared to be responsible for the implementation of, and compliance with, the provisions of legislation relating to the health and safety of such employees and areas of the workplace as fall under your direct control and for complying with legislation relating to such works and contracts as are within your direct responsibility.

General

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

Your duties will be as set out in the above job description but please note that the Council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

You will be consulted about any proposed changes.