

Grants Administrator

Department:	Economy	
Section:	Local Economy	
Reports to:	Rural and Marine Sector Officer	
JE Ref:	ECON1014	
Grade:	CS05	JE Date: 19/04/2023

Job purpose

To provide a comprehensive and professional administration service to applicants of rural and marine grants.

Job specific outcomes

Carry out administrative processes and workflows to ensure effective and timely processing of grant applications, in line with departmental and Government of Jersey policies and procedures.

Act as the first point of contact for telephone and electronic queries from stakeholders, dealing with communications in a professional and calm manner.

Manage and monitor the Rural and Marine Economy electronic mailboxes, ensuring that central information is circulated as appropriate.

Using Microsoft Access, effectively manage the administration of both the Rural Support Scheme and the Marine Support Scheme grant schemes (and any such additional payments arising from time-to-time).

Take responsibility for timely communication with rural and marine stakeholders, providing an accurate exchange of documentation, and managing the onward processing of grant payments whilst complying with the Public Finance Manual.

Work collaboratively with other members of the Local Economy team by assisting with other ad hoc projects and administration at times of exceptional pressure / workload.

Act as a role model at all times. Lead on tasks where requested and always maintain confidentiality to ensure compliance with data protection requirements. Work collaboratively as part of the wider Department for the Economy team, contributing to a learning culture focused upon improvement and high performance.

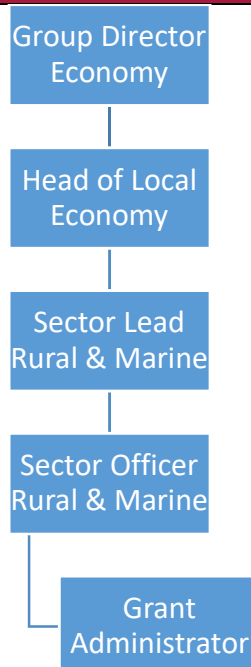
Statutory responsibilities

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

ATTRIBUTES	ESSENTIAL	DESIRABLE
<p>Qualifications <i>Please state the level of education and professional qualifications and / or specific occupational training required.</i></p>	<p>Minimum of B in Math's and English GCSE (or equivalent).</p>	<p>A vocational qualification, e.g. NVQ Level 3 in Business Administration.</p>
<p>Knowledge <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 and ability to interpret department and working policies, with the ability to ensure that relevant policies and procedures are fully implemented.</p>	<p>Working knowledge of corporate policies such as Data Protection, Freedom of Information, Public Finance Manual.</p> <p>A strong understanding of the key issues that affect the Island's economy, of local news and events, and of the States Assembly, its role in the Island and its activity,</p>
<p>Technical / Work-based Skills <i>This relates to the skills specific to the job, e.g. language fluency, vehicle license etc.</i></p>	<p>Advanced Word skills (tables of contents, footnotes, and endnotes, adding comments, tracking changes, comparing and combining documents)</p> <p>Advanced Outlook skills (modify and manage message options, tracking and delivery options, voting options, contact options, calendar options).</p> <p>Good Microsoft Teams skills (arranging meetings, sharing screens, customising channels).</p> <p>Confident to take detailed Minutes, often at high level meetings, producing them with accuracy and in a timely manner (shorthand, speed-writing or equivalent qualification).</p>	<p>Political awareness.</p> <p>Have previously carried out financial processing e.g. code and check invoices amounts.</p> <p>Experience in Microsoft Access</p>

	<p>Basic Excel skills (conditional formatting, count cells, create worksheet template).</p> <p>Competent numerical skills and the ability to work accurately with figures whilst under pressure.</p> <p>Skills in / Willingness to become competent in O365 and Connect Integrated Technology Solution software</p>	
<p>General Skills/Attributes <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>Confident IT skills, particularly with Microsoft Office applications and a willingness to learn new systems.</p> <p>Organised; able to deal with multiple competing priorities.</p> <p>Confidence to initiate actions, fully participate in decision making within the team and be the first point of contact for external guests. Ability to manage important relationships with all stakeholders.</p> <p>Ability to work independently with minimal supervision.</p> <p>Good communication skills.</p> <p>Attention to detail.</p> <p>Personal resilience to deal with challenging situations, receive feedback and work in busy environment.</p>	
<p>Experience <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>Experience of leading the arrangement and facilitation of meetings (from invites to action logs).</p> <p>Experience of successfully managing specific areas of business administration.</p> <p>Experience of working effectively in a team.</p> <p>Experience of working with a range of stakeholders,</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.