

Administrator

Department: Health and Community Services

Division: Estates Facilities Management

Reports to: Compliance and Sustainability Manager

JE Ref: HCS1089

Grade: CS06

JE Date: 16/3/2022

Job purpose

Accountable to the HCS Estates Compliance and Sustainability Manager for the accurate completion of administrative tasks associated with the management and upkeep of various compliance schemes of control across the Estates Facilities Management.

Job specific outcomes

- To provide administrative support in the development of Estates FM policies, procedures, and processes within the compliance and sustainability assurance framework.
- To administer the day to day inputs and outputs from Zetasafe compliance monitoring software in accordance with agreed conventions and objectives.
- To assisting the Compliance and Sustainability teams in the formatting and production of documents, spreadsheets, registers, mitigation plans, minutes, and other administrative documents.
- To support the compliance team in commercial matters such as raising purchase orders, recording expenditures, closing down POs and other routine financial matters
- To support the team in the generation of compliance reports across a range of compliance areas within Estates FM.
- To ensuring compliance records are collated accurately in accordance with agreed formats and structure.
- To support the team by extracting non-compliance data from various sources.
- To compile non-compliance registers for Officer and Manager attention.
- To adhere to relevant policies, procedures, and processes as required.

Person Specification

Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications	<p>Educated to at GCE/GCSE level in English and Maths.</p> <p>Has successfully completed the European Computer Driving License (ECDL)</p>	Qualifications in an area relevant to Facilities Management or the built environment
Knowledge	Sound working knowledge of Microsoft Suite of software.	Knowledgeable in the generation of data and presentation within management reports.
Technical / Work-based Skills	<p>Ability to accurately generate reports and data sets using excel and other compliance platforms.</p> <p>Ability to generate presentations within MS power point with the support of line managers.</p>	Experience dealing with basic financial queries, contractor's, and account managers.
General Skills/Attributes	<p>Excellent verbal, written, and general communication skills.</p> <p>A team worker capable of focussing on and delivering agreed objectives.</p> <p>MS Office user with the ability to adapt to new software.</p> <p>The ability to organise workload and achieve agreed deadlines.</p> <p>A keen eye for detail.</p> <p>Flexible in outlook and approach.</p>	Able to research basic questions from within standards or guidance documents and provide feedback.
Experience	Experience working in an administrative role or similar within a compliance or technical environment.	Has worked within facilities management or building and allied trades.

Core Accountabilities, Attributes and Behaviour Indicators

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

The post holder may be required to successfully undertake nationally recognised and certified training both pertaining to his or her core skill but also to skills outside of his or her core skills where deemed necessary.

Statutory responsibilities

Active engagement, participation and compliance with all statutory responsibilities applicable to the role, as required.

Organisational structure

