

Operations Officer

Department: SPPP

Section: xx

Reports to: Operations Lead

JE Ref: SPPP1059

Grade: CS07

JE Date: 02/11/2023

Job purpose

The Operations Officer supports the Operations Lead in ensuring the effective procurement and supply of vaccines by providing comprehensive business support, including the management of purchase orders and invoices using the appropriate system (currently Ariba)

Job specific outcomes

1. Provides a broad range of high level administrative support services to the business, including providing support with meeting minutes and agendas, using initiative and drawing on experience to anticipate business needs and respond accordingly.
2. Responds to practical queries using initiative and judgement to prioritise tasks and duties, providing a customer focused service to all.
3. Responsibility for placing orders and processing invoices for payment, using relevant finance systems (currently Ariba) and any relevant procurement and financial administrative processes required on behalf of management ensuring adherence to the Public Finances Manual and the Procurement Best Practice guidance and any other relevant procedures.
4. Organise, input into and monitor databases to ensure accurate recording; undertake analysis and produce non-standard reports to provide the team with the information it needs to support decision-making.
5. To co-ordinate the Vaccination panel, ensuring that panel members are supported with appropriate paperwork and that all processes are properly documented.
6. Proactively review relevant systems and processes within own area of work and make recommendations to continuously improve efficiency and performance.
7. Communicate and share relevant information with stakeholders as directed by more senior colleagues, to promote collaborative working and to keep stakeholders up-to-date with events, meetings and activities.
8. Develop and maintain an awareness of other teams and services activities, building positive relationships with them to ensure a collaborative service is provided to the business.

- 9. To maintain confidentiality of highly sensitive personal information to ensure compliance with data protection requirements.
- 10. The postholder will require flexibility and may be required to undertake any other duties to support the vaccination service'

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

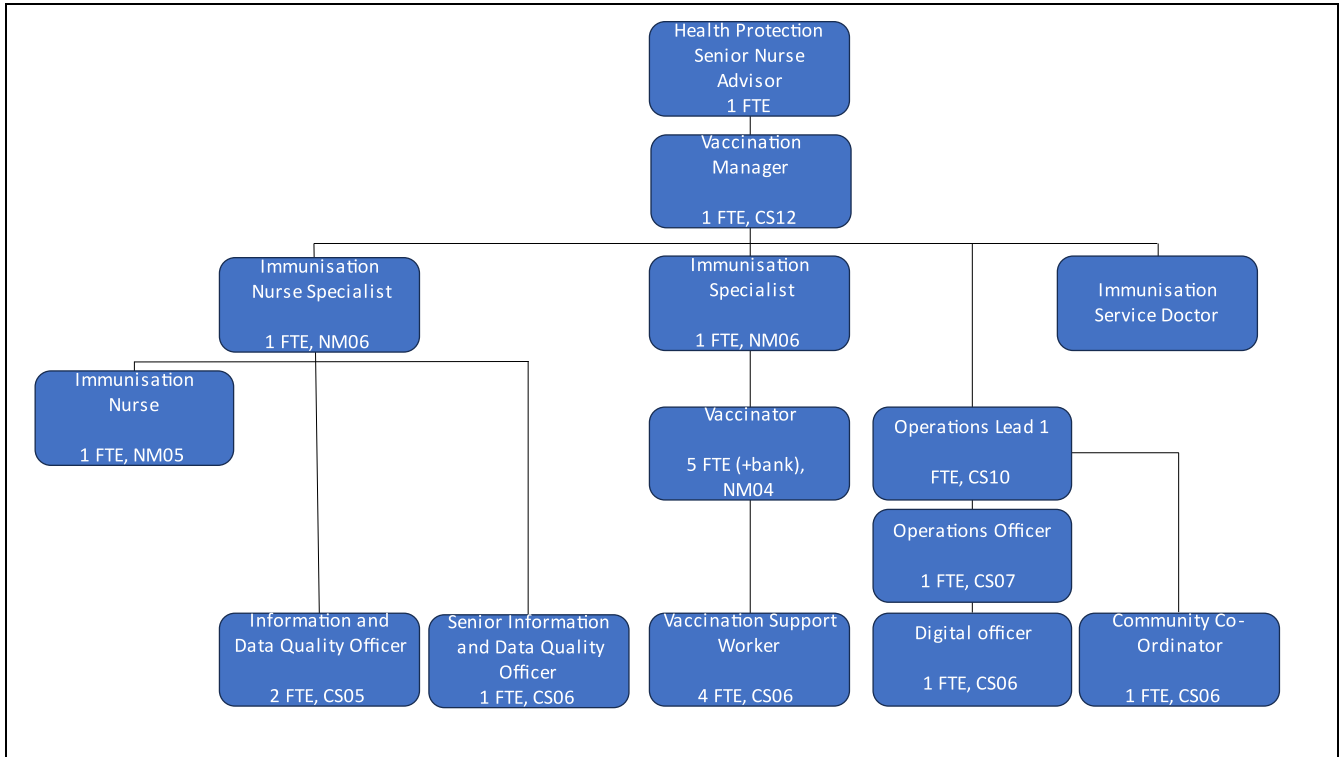


Organisational structure

Government Departments



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
Qualifications <i>Please state the level of education and professional qualifications and / or specific occupational training required.</i>	Educated to A level standard or NVQ 3 in business administration, or equivalent experience.	
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>	Knowledge of supporting in a business administrative capacity.	

<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>Digitally aware and competent user of Office 365 and other appropriate GoJ systems.</p> <p>Attention to detail and ability to record information accurately with minimum supervision.</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>Sensitive to and respectful of end user's needs.</p> <p>Ability to accurately record information and data.</p> <p>Able to manage own workload.</p> <p>Organised and self motivated.</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>Practical relevant work experience in the provision of broad administrative support in a complex work environment.</p> <p>In depth understanding of administrative methods that have been learned through direct job experience.</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.