

# Role Profile

Administration Officer			
Reference No.	FCCT/ADA/2023	Type	Clerical
Service	Support Services		
Job Family	FCCT - Professional	Grade	FC4
<b>Key Responsibilities</b> - For this role, there is an expectation that all, or a combination, of the following will be undertaken:			
Support in identifying and driving implementation of efficiencies including digitising of processes and moving towards a paperless workplace.			
Ensure organisational processes are documented and available to relevant staff.			
Fire Warden duty - Support in FCCT staff adherence to relevant health & safety procedures, assisting with emergency response and evacuation.			
Regularly test emergency systems and perform drills as appropriate.			
Ensure regular testing for electrical equipment (PAT) and safety devices (extinguishers etc.) is carried out and records maintained as appropriate.			
Ensure regular building maintenance is carried out and records maintained as necessary.			
Inspect sites for signs of damage and wear; and arranging for building improvements as authorised.			

Purpose		
To provide clerical support to the Maintenance and Countryside Services Team Leaders and support the clerical / admin function within Fife Coast and Countryside Trust providing cover where required. Have responsibility for the distribution of and the despatch of mail.		
Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
4 standard grades / o-grades or equivalent including English or relevant work experience demonstrating ability to communicate accurately in written English	✓	
Remains positive when faced with conflicting pressures.	✓	
A minimum of 1 years' experience working in an office environment	✓	
Sound experience in Microsoft Office packages	✓	
Previous experience of working with the public.	✓	
Working knowledge of Health and Safety	✓	
Organisational skills and the ability to prioritise workload.	✓	

## Role Profile

<b>Key Responsibilities</b> - For this role, there is an expectation that all, or a combination, of the following will be undertaken:
Word processing of documents such as letters, memos, reports etc including those of a confidential nature from handwritten notes.
Maintenance of both hard copy and computer files in accordance with the Trust's protocols and procedures.
Communicate with colleagues and customers through the appropriate channels using written and verbal communication
Deal with bookings for meeting rooms, hospitality etc. ensuring dates, times, location, and equipment required is available to attendees
Ensure stock check of stationary is carried out when appropriate
Ensure public and staff notice boards displays and other media are up to date and displaying relevant information.
Ensure safekeeping and monitoring of electronic equipment within FCCT, e.g., projector, laptops, phones etc.
Oversee administration of FCCT vehicles e.g., record keeping, certification, MOT, road tax etc
Ensure completion of all time-recording databases across FCCT departments, working with managers to identify and implement efficiencies.
Support all FCCT teams in a variety of administrative functions as may be required and requested by line manager.

<b>Person Specification: Skills, Knowledge, Qualifications or Experience</b> - Criteria can apply to more than one task or responsibility	<b>E</b>	<b>D</b>
Experience of Public Authority /Charity		✓
Experience of working in an office environment in a countryside services role.		✓
Additional IT skills with web applications.		✓
Minute taking experience		✓
Diary management		✓
Good communication and customer skills	✓	
Ability to work as part of a team or individually	✓	
Able to work under pressure and meet deadlines	✓	
Flexible approach to tasks.	✓	
Experience of handling conflicting pressures in a multi-tasking role		✓

## Role Profile

Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:				
Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:		Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Regular travel to FCCT sites.		Driving License	✓	
Minute taking as requested.		Able to travel independently throughout Fife.	✓	
Provide relief cover for other clerical posts within the Trust during periods of absence.		Flexible mindset.	✓	
Source, cost, and book training as requested and approved.				
Assist in opening and distributing incoming mail and ensure outbound post is collected. Deal with incoming telephone calls				
Undertaking all other duties as required for the role. Duties will be in line with the grade.				

# Role Profile

Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required				
Type of Protection of Vulnerable Groups (PVG) or other Disclosure check (choose only one).	PVG Children <input type="checkbox"/>	PVG Protected Adults <input type="checkbox"/>	PVG Both <input type="checkbox"/>	None <input checked="" type="checkbox"/>
	Basic Disclosure <input type="checkbox"/>	Standard Disclosure <input type="checkbox"/>	Enhanced Disclosure <input type="checkbox"/>	
<b>Additional Information</b> – the following information is available:		<b>Expected Behaviours</b> – It is essential that you display the following behaviours as they are expected of all our employees:		
<div></div>		<ul style="list-style-type: none"> <li>• Inclusive, caring, and generous.</li> <li>• Fair, respectful, and charitable.</li> <li>• Agile, proactive, and aspirational.</li> <li>• Knowledgeable and information led.</li> </ul>		