

## COLLEGE OF HARINGEY, ENFIELD AND NORTH EAST LONDON

### JOB DESCRIPTION & PERSON SPECIFICATION

**POST:** Vocational Employability Administrator

**LOCATION:** Tottenham

**REPORTING TO:** Curriculum Manager

#### **Key Purpose**

To be responsible for the administration of the employability skills activity, giving support to staff and learners when necessary and provide assistance to the Curriculum Manager as required.

#### **Key Objectives**

- To develop, organise and undertake administrative duties to support the implementation and achievement of projects and programmes.
- To establish/maintain effective systems of storing and retrieving data, confidential papers and reports.
- To obtain information and carry out research for reports and other documents as required.
- To undertake an administrative role in the maintenance of project portfolios for programme activities as instructed by the Curriculum Manager.
- To maintain a good working knowledge of the work of the Employability Skills Compliance team and its commitments and priorities.

#### **Main Duties & Responsibilities**

##### **1. General Administrative Duties**

- 1.1 To assist in the day to day work of the team in JCP referrals and ensure that tasks are prioritised, delegated and followed up appropriately.
- 1.2 Where necessary, to assist designated members of the team with general administrative duties, whilst ensuring that own work is sufficiently prioritised and completed appropriately.

##### **2. Duties in relation to Maintaining Effective Data Systems**

- 2.1 To advise on appropriate systems and to maintain effective filing systems of correspondence and other documents to enable prompt retrieval.
- 2.2 To deal with confidential documents and information discretely and keep these securely.
- 2.3 To use College data and information systems efficiently in order to retrieve data useful to the team.
- 2.4 To identify and initiate systems of handling any data specific to the team using appropriate software, such as Excel or Access.

### **3. Duties in relation to Written Communications**

- 3.1 To reply to routine and straightforward correspondence (letters/memos) on behalf of the Employability Skills team.
- 3.2 To draft more complex letters and simple reports for editing/signature by the Curriculum Manager as requested.
- 3.3 To take notes of meetings, draft minutes for editing and undertake follow up action as necessary.

### **4. Duties relating to an administrative role in the maintenance of project portfolios for activities supported through the Employability Skills Team**

- 4.1. To work with the Curriculum Manager and co-ordinators and undertake any required administrative tasks in the maintenance of Employability Skills activities.
- 4.2 To produce statistical information, returns, spreadsheets and other analytical data to support projects as requested by the Curriculum Manager.
- 4.3 To assist the Curriculum Manager in the accurate and timely compilation and submission of claims for funding from external bodies according to agreed procedures.

### **5. Duties in relation to supporting the Skills or Employment Team**

- 5.1 To draft/complete any necessary forms in relation to financial and numerical data for the Curriculum Manager's consideration.
- 5.2 To obtain information and carry out straightforward research tasks on behalf of the team into statistics, data or reports and present this clearly for consideration.

### **6. General Duties**

- 6.1 To implement College policies, particularly those relating to equality of opportunity, health and safety and data protection.
- 6.2 To implement health and safety and security procedures in accordance with statutory and College requirements.
- 6.3 To undertake appropriate self-development and training activities and regularly review their performance of duties with the line manager for the post.
- 6.4 To undertake any other duties consistent with the key objectives and/or duties of the post.

	<b>Criteria</b>	<b>How Assessed</b>	<b>Weighting</b>
<b>SKILLS</b>	Ability to work as a member of a team and to motivate and liaise effectively with colleagues.	W/I	5
	Ability to plan and organise own work, to take the initiative and to work effectively under pressure to externally set deadlines.	W/I	4
	Ability to communicate effectively, both orally and in writing with colleagues, clients and funding agencies.	W/I	5
	Interpersonal skills entailing ability to relate successfully to clients, partners and members of the public.	W/I	4
	Competent IT skills, including ability to use word processing, spreadsheets and database packages (Word, Excel and Access).	W/I	5
	Good numeric skills, ability to work with and understand figures, including budget profiles and costings and perform calculations with accuracy.	W/I	3
	Ability to work in a methodical and logical manner with good administrative skills.	W/I	5
<b>PREVIOUS EXPERIENCE</b>	Knowledge and experience of working in an education, training or similar environment.	W/I	2
	Experience of liaising with external parties.	W/I	3
	Experience of acting as a personal assistant.	W/I	2
<b>KNOWLEDGE</b>	Knowledge of administrative processes and office procedures.	W/I	2
<b>QUALIFICATIONS (Educational &amp; Vocational)</b>	Educated to GCSE/NVQ Level 2 or equivalent qualifications in English and Maths.	W	4
<b>OTHER FACTORS</b>	Understanding of and commitment to the College's policy on equality of opportunity.	W/I	5
	Understanding of and commitment to the College's policy on health and safety.	W/I	5
	Understanding of and commitment to the College's policy on community education.	W/I	5
	A desire for self development and advancement.	W/I	5

**How Assessed:** W=Written Application; I=Interview; T=Test

**Weightings:** 1=Marginal; 2=Useful; 3=Important; 4=Very Important; 5= Essential