

RESERVE FORCES' AND CADETS' ASSOCIATION
FOR THE NORTH WEST OF ENGLAND AND ISLE OF MAN

JOB DESCRIPTION

Job Title: Infrastructure Admin Officer 2 (Infra Comms & Business Support)

Grade: E1

Department: Infrastructure

Line Manager Infrastructure Resource Manager (IRM) (Grade C2)

Countersigning: Head of Infrastructure (HOI) (Grade C1)

General

1. The Infra Admin Officer 2 is responsible to the Infrastructure Resource Manager for providing communications output, general clerical and administrative support to the Infrastructure Department and the Association.
2. The post holder is required to:
 - a. Achieve a working knowledge of the Association computer system and practical use of its MIS (Symphony) within 4 weeks of appointment.
 - b. Have excellent verbal and written communications skills for the production of minutes and newsletters to a wide external audience.
 - c. Cover the duties of Infra Admin Officers 1 & 3 (where practical) during periods of absence. You may also be required to deputize for elements of the Maintenance & Contract Officer post relating to Helpdesk responsibilities for which specific training will be given.
 - d. Able to occasionally work outside normal business hours in support of meetings.

Key Tasks and outputs

3. The duties will include the following tasks:
 - a. Provide administrative support to the Head of Infrastructure (HOI) and Infrastructure Resource Manager.
 - b. Administrative support to Infrastructure Department meetings including Property Advisory Board, internal and project meetings. Support will include:
 - (1) Forward planning for the preparation and dispatch of agendas including reminders to members for reports and items on agendas.
 - (2) Arranging catering requirements prior to the meeting.
 - (3) Preparation of the conference room for the meeting.
 - (4) Attendance at the meeting, taking minutes/records of decisions, dispatching same to members and updating minute book as appropriate.

- (5) Forwarding copies of the decision sheet to the Head of Business Support for Association Board meetings.
- c. Administrative support to Surveyors and Maintenance & Contracts Officer including:
- (1) Working with the Maintenance & Contracts Officer for the administration of SMIT reports including the receipt, distribution and filing of reports generated by the inspection and testing programme.
 - (2) Typing and distribution of ACF/ATC Annual Property Inspection Reports.
 - (3) Ensuring ATC and ACF inspection reports are actioned by surveyors and returned to cadet clerk.
- d. Communications. In support of departmental outputs and following direction of HOI/IRM, produce and distribute effective written communications, with appropriate imagery, to internal and external stakeholders as below.
- (1) Preparation and distribution of the regular and frequent Infrastructure communications output via the Association website with associated support activities via email and social media.
 - (2) Working with the Senior Surveyor, preparation and distribution of newsletters with appropriate images about specific projects e.g. new Joint Cadet Centres to project specific audiences.
 - (3) Liaise with NW RFCA Head of Comms to provide copy for the Volunteer Magazine and Association website with appropriate images.
 - (4) Prepare the draft submission for the Association Annual Report in conjunction with IRM.
 - (5) Maintain an informal database of infrastructure images and encourage Infrastructure Dept personnel to capture images while they are on-site, especially as project works are progressing.
- e. Batching of works and procurement invoices below £1,000.
- f. Preparation and maintenance of Infrastructure Department electronic diaries.
- g. Copying, dispatch and logging of tenders and tender board administration.
- h. Provide Infra Dept administrative support to unit visits by CE/DCE including preparation of list of works completed/outstanding, NDR rebates received and any other pertinent information.
- i. Routine correspondence, telephone calls and queries, sending e-mails
- j. General administrative duties including photocopying and filing (both paper and electronic), liaising with other departments for document destruction and the maintenance of Infrastructure Department stationary holdings and consumables.
- k. Maintain the Infrastructure archive including managing the destruction of files and financial information once retention periods have passed. Provide support to the Central Registry as part of the archival team.
- l. Sorting and filing and processing of daily incoming and outgoing mail.
- m. Additional duties as directed by the Line Manager or Head of Department.

Other Features

4. This job description should be discussed/read with the line manager at the time of receiving the annual Performance Development Report (PDR) and updated as necessary.

5. This job description may be reviewed in the light of changes during the period of appointment and on change of incumbent.

Signature of Employee

..... Date

E1 Grade

Signature of Line Manager

..... Date

Sqn Ldr M Byrne
C2 Grade

Feb 2019

PERSON SPECIFICATION – INFRA ADMIN OFFICER 2 (INFRA COMMS & BUSINESS SUPPORT)

Serial	Competence	Essential	Desirable	Evaluation*
1.	Advanced skills in the use of MS Office package, in particular Excel	✓		A, I, P
2.	Experience of producing high-quality written work to tight deadlines	✓		A, I, P
3.	Exposure to producing communications output for websites and social media		✓	A, I
4.	Experience of financial batching		✓	A, I
5.	Diary management	✓		A, I
6.	Filing and archiving	✓		A, I
7.	General administration duties	✓		A, I
8.	Experience of electronic document management	✓		I

* A = Application; I = Interview; P = Practical evaluation

Personal Qualities:

- Ability to prioritise tasks and time manage effectively with recognition of where influence and authority lies and its impact on activity.
- Highly organised with a methodical approach to administration and a good attention to detail.
- A self-starter with high degree of flexibility and adaptability. Excellent team-working ability.
- Keen to advance individual skills and personal development.

Date: Feb 19