

JOB SUMMARY

Post Title	Public Health Administrator						
Job Family	<i>Business Support</i>	Pay Range	7	Line Manager to others?	No	Role profile ref	BS07
Service Area	<i>Public Health</i>						
Line Manager	<i>Sophie Wickham</i>						
Location	<i>County Hall / hybrid</i>						

Job Purpose To implement and where necessary develop and establish new administration systems within the team, and to deliver an efficient service in support of business requirements.			
Job Context (key outputs of team / role to provide some specific examples of role profile accountabilities) <ul style="list-style-type: none"> To analyse management information and generate recommendations for action. May exercise routine budget monitoring responsibility. To monitor systems, procedure and standard. Proactively identify efficiency improvements, raise discrepancies and oversee improvements. To provide information, options and advice to managers on the application of corporate policies, systems and procedures. To research and source information to answer complex queries. To develop networks of approved contacts, both internal and external, to fulfil the department's business needs. Work closely with the Admin Manager and wider business support team. Provide high level of administration support for strategic & contract monitoring meetings. Be the public facing contact for the Isle of Wight Public Health Team. 			
Knowledge, Skills and Experience			
Role Profile requirements.	Job specific examples. (if left blank refer to left hand column)	Essential	Desirable
Practical experience within the relevant working environment.	Previous experience of delivering a wide range of administrative functions.	X	
Extensive working knowledge of relevant processes and systems.	Awareness of current relevant policies, systems and procedures and Best Practice to provide advice and support within the team, and ensure effective compliance and promote awareness, carry out departmental reviews to identify areas for improvement.		X
Considerable knowledge of the service provided in own area.	Emerging service specific technical knowledge, through experience and/or training, to be able to respond to enquiries, allocate resources appropriately, support projects and/or service delivery	X	
ICT skills including use of Microsoft applications.	High level of computer literacy with experience of using a variety of software for data management and transmission	X	
Good verbal and written communication skills.	Ability to communicate effectively at all levels in the organisation and with external contact with the skills to deliver effective training on specialist information.	X	

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Numerate and accurate with attention to detail.	Assess the validity and reliability of sources of information to establish effective networks of contacts and provide timely and accurate responses to enquiries. Support high level department meetings with coordination and minute taking	X	
Understanding of how to deal with customers appropriately.		X	
Proven ability to prioritise workloads and achieve deadlines (both by self and with others).	Ability to allocate and prioritise work to meet deadlines and make best use of resource.	X	
Qualifications			
Role Profile requirements.	Job specific examples. (if left blank refer to left hand column)	Essential	Desirable
Educated to level 3/4 qualification standard or able to demonstrate equivalent experience.		X	
Other Requirements			
RSA III (Word Processing) or equivalent professional qualification may be required.			
May require relevant certifications including evidence of fluency in English language.			
Organisation Structure (optional)			