Administrative Assistant

£15,507 - £18,560

Aston Area, England Illegal Money Lending Team

Working 36.5 hours per week

An exciting opportunity has arisen to work for a National Team based within Birmingham City Council. The England Illegal Money Lending Team tackles loan sharking across the country.

As a prosecuting authority the team carries out a number of Police and Criminal Evidence (PACE) Act interviews as part of its remit. These are tape recorded and then require expediently and accurately transcribed by an audio typist. This is the responsibility of the post holder and provides the mainstay of their role.

You will be reliable, enthusiastic, with a can-do and professional attitude towards the role and have the ability to manage a busy workload. They will be proficient in the use of MS office and have fast and accurate audio typing skills.

For an informal discussion please contact Jenny Mainwaring on 0121 464 4610.

Ref: PL0652017

Closing date: Wednesday 1st March 2017

“Right to work in the UK documentation will be fully checked for all applicants. All non UK and non EU applicants are required to apply for a Certificate of Sponsorship from Birmingham City Council and must be approved by the UK Border Agency (UKBA) before any employment offer can be confirmed.”
PLACE DIRECTORATE

JOB DESCRIPTION

JOB TITLE:  Word Processor Operator/ Administrative Assistant

GRADE:  GR2

NO OF POSTS:  One

DIVISION:  Regulatory Services

SECTION:  England Illegal Money Lending Team

POST REQUIRES POLICE / CRIMINAL RECORDS BUREAU CLEARANCE:  YES/NO

1.0  JOB PURPOSE

1.1  To provide a word processing and clerical service to officers of the Department under guidance from the Operations Manager.

2.0  DUTIES AND RESPONSIBILITIES

2.1  To provide word processing and clerical services including copy typing and audio typing. Audio typing (usually in the form of Police and Criminal Evidence Act interviews) forms the main focus of this role.

2.2  To maintain all record keeping systems including those held on a computer.

2.3  To assist in controlling the departments fleet of pool vehicles ensuring that arrangements are made to ensure that they remain roadworthy at all times.

2.4  To undertake routine clerical duties i.e. Filing and photocopying.

2.5  To check and collate timesheets form officers within the section.

2.6  To undertake any other duties that might, from time to time, be required and are commensurate with the grading of the post.

2.7  To adhere to and implement the City Council’s Policy on Equality of Opportunity.

2.8  To contribute to the City Council’s Sustainability Strategy by being aware of the resources required to undertake this work and making sure that resources are not wasted and disposed of in a sustainable way.

2.9  To follow safe working practices and assist in the maintenance of good housekeeping standards in order to achieve a safe and healthy working environment.
OBSERVANCE OF THE CITY COUNCIL’S EQUAL OPPORTUNITIES POLICY WILL BE REQUIRED

3.0 Supervision Required

3.1 Supervising Officer:
Operations Manager

3.2 Level of Supervision

Plan own work to ensure the meeting of defined objectives.

4.0 Supervision Given (excluded those who are indirectly supervised i.e. through others)

<table>
<thead>
<tr>
<th>POST TITLE</th>
<th>GRADE</th>
<th>NO. POSTS</th>
<th>LEVEL OF SUPERVISION*</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td></td>
<td></td>
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</table>

5.0 SPECIAL CONDITIONS

The postholder will be required to ensure that the office is occupied between the hours of 8.45 am - 5.15 pm, Monday – Thursday and 8.45 am – 4.15 pm on Friday.
### Place Directorate

#### Person Specification

**Post:** Administrative Assistant  
**Grade:** GR2  
**Division:** Regulatory Services  
**Section:** England Illegal Money Lending Team

#### Method of Assessment (M.O.A.)

A.F. = Application Form; I = Interview;  
T. = Test or Exercise; C. = Certificate; P. = Presentation.

<table>
<thead>
<tr>
<th>CRITERIA</th>
<th>ESSENTIAL</th>
<th>M.O.A.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Education/Qualifications</strong></td>
<td>RSA II or equivalent typing or word processing.</td>
<td>AF/I/T/C</td>
</tr>
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</table>
| **Experience**            | Audio typing experience of tape recorded Police and Criminal Evidence Act interviews, meetings (or similar).  
                        | Copy typing experience. Fast and accurate word processing skills.       | AF/I/T  |
| **Skills & Ability**      | Ability to work within a team. Flexible approach to work.  
                        | Work in an organised manner.                                            | AF/I    |
|                           | Excellent verbal and written communication skills.                        | AF/I    |
|                           | An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by Part 7 of the Immigration Act 2016 | I       |
| **Training**              | Willingness to undergo further training.                                  | AF/I    |
| **Other**                 | Awareness and commitment to equal opportunities. Understanding of customer care. | AF/I    |

All staff are expected to **understand** and be **committed** to Equal Opportunities in employment and service delivery.
Section 2 – Competencies
If your application is successfully long listed, you will be invited to the next stage in the selection process. In addition to the above requirements you will be asked to demonstrate competencies in the below areas. Competencies can also be described as behaviours. They describe ‘how’ we expect people to behave doing their job. Competencies will vary between job roles and different levels but an overview of them, as required by Birmingham City Council, are described below.

<table>
<thead>
<tr>
<th>Competencies (behaviours)</th>
<th>Category Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Moving the Council forward</strong></td>
<td>People who demonstrate this competency take the needs of the council and its customers into consideration when assessing how best they can deliver their service. They will network and develop relationships with others in helping to deliver a better service. They will help others in their work and be open to new ways of working.</td>
</tr>
<tr>
<td><strong>Managing Ourselves</strong></td>
<td>People who demonstrate this personal competency take responsibility for their work and development. They take action to overcome obstacles and seek to achieve agreed outcomes in the most cost effective way. They are careful and economical in the use of resources. They ensure that work carried out meets the needs of the Council. They adopt strategies to manage their own workload.</td>
</tr>
<tr>
<td><strong>Working with others</strong></td>
<td>People demonstrating this personal competency treat others as they wish to be treated. They build effective relationships with all their working contacts both inside and outside the council. They are encouraging supportive and helpful, and consider the impact of their working style on others.</td>
</tr>
<tr>
<td><strong>Providing direction</strong></td>
<td>People who demonstrate this personal competency display the behaviours underpinning the council’s values (Belief, Excellence, Success and Trust) and present themselves as a role model to others. They enable people to achieve their best. They set clear objectives and standards, review performance, coach and organise work. They communicate the way ahead and consult and involve others.</td>
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