

Administrator

Job Profile

June 2020



Post	Administrator
Salary	£24,479 per annum
Responsible to	Regional Business Partner
Accountable to	Regional Manager

Enable is a dynamic, forward-looking and vibrant charity dedicated to ensuring an equal society where everyone has the right to live, work and participate as active and respected citizens in the communities of their choice.

Enable Cares provide human rights-driven, self-directed social care for more than 1,100 people across 27 local authority areas in Scotland. We do this through our industry-leading PA model.

Primary Job Purpose

This development opportunity will provide the successful candidate with the opportunity to take on specific functions directly linked to the administration role of a cluster of identified services.

Job Description

This is a challenging and demanding role within our support services. The Administrator will be responsible for the administrative, and clerical support to members of the service staff, co-ordinating and supporting the day-to-day administration functions as such is key to the success of the support we provide. The post holder will have formal training in a variety of computer packages (e.g., Word for Windows, Microsoft) and will have proficient keyboard skills as well as working knowledge of rota systems. The post will make use of the postholders experience of dealing with the public, oral and written communication skills and organisational skills.

Main Duties & Responsibilities

- Working closely with the Regional Business Partner and Service Managers to support with the service administration requirements and logistical functions of individual services, such as rota development, handling the administration function of some HR processes and co-ordinating meetings etc.
- You will ensure that all sick leave is reflected on the rota and that any sick leave is highlighted to the Services Manager to ensure return to work meetings are completed.
- You will assist colleagues in ensuring minutes of meetings are complete and filed appropriately and that review information is up to date.
- You have a responsibility to review and analyse the training records of the staff in an identified cluster of services and to co-ordinate booking training and ensuring records are up-to-date and maintained.
- You will work with local Services Managers to ensure that any communication for the people we support, and their families is made available in a timely manner.
- You will be responsible for setting new staff members up on rota systems and manage

contract adjustments for existing staff.

- You will ensure staff members are meeting compliance in relation to regulatory requirements e.g. SSSC registration and conditions set by them relating to qualifications and training.
- Plan for and manage office stationery and general supplies including staff PPE.
- You will be responsible for auditing personal money records for the people we work for where we are appointee.
- Participate fully in the Company's Quality Assurance Procedure.
- General administrative tasks as required such as incoming and outgoing mail, answering telephone enquiries, responding to general email enquiries, archiving documents in line with GDPR.
- Supporting volunteers in the office environment and with general administrative tasks.
- To provide cover as required.
- To undertake any other roles and accountabilities which would be lawful, reasonable and appropriate to the role.
- To be responsible for maintaining your own health and safety whilst at work and for the health and safety of colleagues, people who use services and for alerting the officers responsible to any hazards or potential risks to health and safety.
- To ensure compliance with the Data Protection Act and to ensure that an appropriate level of confidentiality is maintained around issues which may be personally or commercially sensitive.
- You are required to add new members of staff to relevant databases and systems upon completion of candidates onboarding journey.