

## VALLEY HOUSE

### CENTRAL SERVICES ADMINISTRATOR

#### JOB DESCRIPTION

Job Title:	Central Services Administrator
Responsible to:	Central Services/HR Manager
Responsible for:	Administration for Valley House including Health & Safety compliance, IT, Utilities.
Conditions of Service:	<ul style="list-style-type: none"><li>• 37.5 hours per week.</li><li>• 26 days annual leave per annum.</li><li>• Plus 1 additional day's leave for every 2 years of service up to a maximum of 29 days per annum.</li><li>• 8 Public holidays.</li><li>• Pension contribution to Valley House group personal pension scheme.</li></ul>
Salary:	£22,440 per annum
Location:	Valley House premises and/or properties

#### **Main Purpose of the Job:**

- Oversee the management of all Valley House buildings and service contracts.
- To promote and participate in achieving the most efficient and economic use of Valley House premises, facilities and equipment.
- The management of Valley House IT and Telecommunications systems.
- To provide support to the Central Services/HR Manager.

#### **Key Tasks and Responsibilities:**

- Provide administrative support to the organisation.
- Arranging for approved contractors to complete repairs, following the organisations financial procedures.
- Ensure all property trackers are kept up to date.
- Be the main point of contact for all service contracts (photocopiers, gas, electricity, IT, van lease, etc.)
- Negotiate and propose the best deals with contractors and suppliers.
- Manage any refurbishments, renovations and office moves.
- Ensure all staff complete their Health & Safety responsibilities.
- Ensure all staff have effective and efficient IT and telecommunication equipment.
- Authorise purchase orders for renewals and replacements for both Valley House offices and properties up to agreed limits.
- Keep an accurate, up to date, asset register for Valley House equipment.
- Review and develop internal quality assurance processes and health and safety systems and procedures.
- Support the work of apprentices in the Central Services team.

- Provide cover in reception, dealing with visitors and telephone calls.

### **Corporate Responsibilities:**

- Adhere to all Valley House policies.
- Ensure the effective implementation of Valley House Equality and Diversity policies.
- Ensure the service user is at the heart of all service delivery and development.
- Attend all meetings and training relevant to your role.
- Act as an ambassador for Valley House.
- To carry out other duties appropriate to the post as requested by your line manager or other manager or Board member.

- 1. Whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail**
- 2. Workers should not refuse to undertake any work, which is not specified in this Job Description, but they should record any additional duties they perform and these will be taken into account when the post is reviewed.**
- 3. Valley House is an Equal Opportunities Employer and requires its employees to comply with all current equality policies both in terms of equal opportunity for employment and access to services.**
- 4. Valley House is committed to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.**
- 5. All posts at Valley House are subject to continued funding.**
- 6. This job description may be subject to change by agreement from time to time to reflect the changing needs of Valley House and its funders.**

**PERSON SPECIFICATION**

<b>QUALIFICATIONS / EXPERIENCE</b>
Level 3 in Business/Administration and/or extensive administrative experience.
Experience of using office systems and equipment.
Experience of liaising with professionals and contractors.
Experience of record keeping
<b>KNOWLEDGE AND UNDERSTANDING</b>
Knowledge of IT systems and managing IT support.
Understanding of the needs of Valley House service user groups.
Understanding of safeguarding and confidentiality.
<b>SKILLS AND ABILITIES</b>
Ability to build and sustain working partnerships with other organisations and contractors.
Excellent communication skills, verbal and written.
Ability to negotiate with contractors.
Excellent organisational skills.
Ability to plan, prioritise and organise own workload.