

## Job Description and Person Specification

**Post Title:** Health, Leisure and Tourism Administrator

**Reports to:** Health, Leisure and Tourism Services Manager

**Scale:** 2

**Politically Restricted:** No

### Overall Purpose

1. To assist the team who deliver a wide range of opportunities and initiatives including sport and physical activity, health and wellbeing, tourism, heritage and active travel.
2. To provide admin support to a variety of projects and initiatives undertaken by the Health, Leisure and Tourism Services Manager and officers within the team.

### Key Roles, Tasks and Responsibilities

1. To provide a full range of administrative support to the Health, Leisure and Tourism Services Manager and broader team.
2. To carry out administrative duties including photocopying/scanning, inputting into databases and case management systems, posters/leaflets, social media and website updates, taking notes at meetings, raising purchase orders, monitoring timesheets and overseeing the Health & Safety Blueprint
3. To answer telephone queries or re-direct as necessary and provide cover for when officers are out delivering services.
4. To oversee the collection and despatch of all postal correspondence
5. To attend daytime meetings as required and take, produce and circulate notes.
6. To book and arrange meetings, produce and circulate paperwork as required.
7. Assist with any administration involved in supporting projects linked to the Health, Leisure and Tourism team including webpage and social media updates.
8. Assist with the organisation, planning and attendance at Health, Leisure & Tourism community events.
9. Monitoring the team's group mailboxes; Leisure, Active Blaby and Exercise Referral. Redirecting and responding to emails as appropriate
10. Support with Finance and end of year Budget Process, including raising purchase orders and invoices, credit card statement and rail travel statement reconciliation and any cash collection preparation.
11. Support the Team with Audit processes.
12. To comply with the Health & Safety at Work Act at all times as outlined in Blaby District Council's Health & Safety Policy
13. Attendance at events may be required to support the team and these may be outside of normal office hours

14. You will be expected to undergo designated training sessions as necessary, which may be out of normal working hours and/or at other establishments

### **Post Characteristics**

**Allowances:** Casual car user

**On call/emergency situations:** N/A

**Security/safeguarding checks:** None

### **Health and Safety Responsibilities**

1. To be familiar and comply with the Council's health and safety policies and procedures and local department specific health and safety policies and procedures as amended or added to from time to time.
2. To report any unsafe practice, accident, incident, dangerous occurrence or hazard found during the course of your work to your line manager or the Corporate Health and Safety Adviser for action.
3. To take reasonable care for health and safety of yourself and others.
4. To co-operate with all staff and members of the authority so far as is necessary to enable all health and safety requirements are complied with.
5. To not intentionally or recklessly interfere with or misuse anything that has been provided in the interests of health and safety.
6. To maintain any Personal Protective Equipment that you are issued and required to wear, and to report any defects to your line manager.

### **Emergency Planning/Response Responsibilities**

1. To carry out the duties specified in relation to the post in the Emergency Plan, Business Continuity and other associated documents.

### **Person Specification**

#### **Knowledge**

##### **Essential:**

Administrative procedures (3,4)

#### **Experience**

##### **Essential:**

Working in an office environment (3,4)

