**Candidate Information Pack**

ASSISTANT PA

**Ref: Mar/22/03**

**Administration Officer (AO)**

**£22,296 - £23,718**

**(currently under review)**

**Reporting to PA/Administration Co-Ordinator**

**Completed Application Forms**

**must be returned to NICCY**

**no later than 4pm**

**on Friday 01 April**

Background:

The Northern Ireland Commissioner for Children and Young People (NICCY) was established under the legislation (Commissioner for Children and Young People (Northern Ireland) Order 2003 to provide an independent voice to safeguard and promote the rights and best interests of children and young people in Northern Ireland.

Job Purpose:

This is a full-time administration position within the organisation to provide efficient diary management for the Commissioner and the Chief Executive and administrative support to the PA/Administration Team Leader and providing minutes in a wide range of internal and external meetings. The successful candidate will also be responsible for providing cover for the PA in his/her absence.

Salary:

The salary for the post will be within the range £21,370 - £23,483 (under review), within which pay progression will be determined by performance. The starting salary offered will be at the minimum of the scale.

Annual Leave:

The successful candidate will be entitled to 25 annual leave days per annum.

Working Hours:

The successful candidate will normally be required to work 5 days each week, totalling 37 hours. On occasions the duties may include some evening and weekend working. NICCY operates a flexi working system.

Location:

NICCY offices are located at Equality House, 7-9 Shaftsbury Square, Belfast, BT2 7DP. Due to the ongoing COVID-19 situation, all NICCY staff are currently working from home. This situation is under review.

Job Description

Key Functions:

Working within the Corporate Services department and supporting the PA to the Commissioner and the Chief Executive, the work of the Assistant PA will cover a wide range of day-to-day office and administration functions highlighted as follows.

Main Duties and Responsibilities:

**Diary Management**

* Manage and collate the Commissioner’s and the Chief Executive’s diaries for external meetings including arranging appointments and meetings within guidelines;
* Deal with telephone calls, taking messages, referring calls and answering routine queries;
* Organise travel arrangements for the Commissioner and the Chief Executive as required.

**Administration**

* Provide administrative support at in-house meetings, which includes taking minutes in a wide range of meetings, booking rooms, and any other duties as required;
* Distribute the minutes from meetings accordingly in a timely fashion;
* Maintain appropriate filing systems (both paper-based and electronic) including NICCY’s specific Management Information Systems (MIS) and contact databases;
* Record and process expenses for the Commissioner and the Chief Executive;
* Produce and issue standard letters and documents as / when required.

**Hospitality**

* Receive a wide range of visitors to the Office/through virtual meetings including senior civil servants, political representatives, senior staff from voluntary, community and/or children’s organisations, children and young people and parents / guardians;
* Organise meeting rooms and refreshments in relation to internal / external meetings on behalf of the Commissioner and the Chief Executive as and when required.

**Finance Admin’**

* Prepare business cases and purchase orders, and match invoices as and when required;
* Provide administrative support on Sage system;
* Provide support to the Finance Officer as and when appropriate / required.

**General Support**

* Assist with all incoming and outgoing post;
* Manage IT and telephony requests;
* Supporting the Communications Team in the day to day running of Media Monitoring as and when required;
* To assist in the planning and co-ordination of NICCY events;
* Such other administrative functions as are from time to time required in the Corporate Services department.

**Other:**

* Adhere to NICCY mission, vision and values;
* On occasion, staff will be required to work outside the normal working week which may include evenings and weekends;
* All duties are carried out in compliance with NICCY’s Health and Safety Policy and statutory requirements;
* NICCY is an Equal Opportunities Employer. All staff are required to adhere to NICCY’s Equal Opportunities Policy throughout the course of employment;
* Staff, on occasion will be working with children and young people directly

The above is given as a broad range of duties and is not intended to be a complete description of all tasks. It is important to note that the responsibilities may change to meet the evolving needs of the services that NICCY provides.

SELECTION CRITERIA:

Candidates must be able to demonstrate that they meet the following criteria in their written application and at interview:

Essential Criteria:

1. Have 5 GCE / GCSE ‘O’ levels, grades A-C, in separate subjects including English Language and Mathematics;

AND

1. Have at least 2 year’s experience\* within a busy office environment covering the following:

* Dealing with issues of a confidential nature;
* Using Microsoft Office packages in a business context including Word, Excel, Access, PowerPoint and Outlook;
* Taking minutes in a range of meetings;
* Arranging and booking travel / hospitality for Senior Executives.

*\* Experience includes employment (full time or part time) and voluntary work.*

AND

1. Have proven experience of diary management of a senior executive which involves scheduling and rescheduling of appointments and liaising with all internal/external parties accordingly.

Desirable Criteria

* Experience in planning of events;
* Experience of employment in the public sector;

PLEASE NOTE:

* It is essential that applicants provide sufficient details, using examples and dates where appropriate to demonstrate how and to what extent they meet these requirements;
* It is not sufficient to simply list your duties and responsibilities;
* NICCY will not make assumptions from the title of the applicant’s post or the nature of the organisation as to the skills and experience gained;
* If you do not provide sufficient detail, including the appropriate dates needed to meet the eligibility criteria, the selection panel will reject your application;
* ONLY the details provided by you in the employment history and eligibility criteria (and/or shortlisting criteria where applicable) sections of your application form will be provided to the selection panel for the purpose of determining your eligibility for the post;
* NICCY may decide to interview only those applicants who appear, from the information available, to be most suitable in terms of relevant experience and ability; and
* NICCY reserves the right to carry out testing/assessment of candidates as required at any stage of the recruitment and selection process.

INTERVIEWS

It is intended that interviews for this post will take place in the NICCY offices, located at Equality House 7-9 Shaftesbury Square, Belfast. Dates will be confirmed at a later date.