

## **JOB DESCRIPTION**

<b>POST TITLE:</b>	Clerical Assistant (Systems Development)
<b>DIVISION/UNIT:</b>	Corporate Support Services / HR, IT and Business Support
<b>GRADE:</b>	3
<b>RESPONSIBLE TO:</b>	Business Support Manager
<b>RESPONSIBLE FOR:</b>	N/A

### **Job Purpose**

To assist in the provision of a comprehensive clerical support service to the Systems MI Administrator, the Business Support and HR Sections and the Facilities and Construction Divisions.

### **Main Duties and Responsibilities**

1. Ensure that Safe Working Practices are adhered to, in accordance with Health and Safety Legislation and Tayside Contracts' Occupational Health and Safety Policy.
2. Uphold and embrace Tayside Contracts' vision and values by working in partnership with internal colleagues, external clients and other stakeholders to deliver an efficient and effective service.
3. Treat all individuals with dignity and respect and support Tayside Contracts' Equality and Diversity Policy.
4. Assist the Systems MI Administrator in the maintenance, data cleansing and data input within the HR computerised Record System and the Time and Attendance System.
5. Assist the Systems MI Administrator with the processing of Establishment Change forms
6. Be the first point of contact for visitors and callers to the organisation, ensuring that they are re-directed promptly and politely and follow the signing in procedure.
7. Ensure that all incoming and outgoing mail and goods received are processed, stored securely and distributed promptly and accurately.
8. Carry out all administrative functions in relation to HR processes such as recruitment and selection, sickness absence management, disciplinary and grievance and all granted leave processes.

9. Carry out all administration functions for Construction Division including daily input into computerised system of labour, plant and material and information relation to quality assurance administration.
10. Open jobs in the computerised information system from local works orders and input necessary information. Open and maintain job files accordingly.
11. Assist in carrying out initial income retrieval under the direction of the BSA and in liaison with various Client staff relating to queries raised by them.
12. Process all documentation in relation to new starts, leavers and changes of circumstances in accordance with the Authorised Signatory List (HR & Payroll Expenditure) and forward all relevant documentation to the Payroll Team timeously.
13. Prepare Statement of Employment Particulars and Amendment letters as and when required.
14. Update and maintain all relevant systems such as HR computerised Record System, Integra Costing System and Saffron (Facilities Division) ensuring accuracy and in line with the relevant Retention Schedules.
15. Co-ordinate and organise all training events, including booking venues and hospitality, liaise with facilitators and participants, file correspondence of attendees, prepare handouts and send out joining instructions.
16. Raise purchase requisitions, check invoices on receipt and keep the budget monitoring system up to date.
17. Report any Facilities equipment repairs to maintenance firms, ensuring that repairs are carried out on a daily basis as necessary. Liaise with Supervisors concerning the repairs and process all necessary paperwork.
18. Assist in providing information for the preparation of financial and statistical information and management reports.
19. Assist with the production and administration of ID badges.

**NOTE**

You will be required to undertake other duties appropriate to your grade as directed.

Working Environment	Physical Coordination	Physical Effort	Mental Skills	Concentration	Communication Skills	Dealing with Relationships	Responsibility For Employees	Responsibility for Service to Others	Responsibility for Financial Resources	Responsibility. For Physical & Info	Initiative & Independence	Knowledge
<b>1</b>	<b>4</b>	<b>2</b>	<b>2</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>