

JOB DESCRIPTION

Assets Support Officer

Service area:	Assets
Reports to:	Head of Assets
Responsible for:	N/A
Location:	Leek/Agile Working
Work flexibly between various locations:	Yes
Grade:	AG2
Salary range:	SCP 5 to 9
Car driver:	Yes
Essential/casual:	Casual

JOB PURPOSE

To ensure that the Assets Team are supported in terms of public enquiries, purchase orders, diary management, car parking, public conveniences and other administrative tasks..

JOB DUTIES

- To provide administrative support for the Assets Team.
- Providing support to the Senior Compliance Officer in reviewing and reporting on compliance information in the General Funds and Housing Revenue Account.
- Managing the two general email inboxes, triaging enquiries and responding appropriately or allocating enquiries to Officers for response.
- To manage invoicing and purchase orders for the Assets Team.
- Management of diaries, appointments and meetings for the Assets Team.
- To provide support and holiday cover to the Car Park Officer, including the management of the financial accounts, supplier contracts, enforcement and parking passes.
- To support the Assets Commissioning Officer (Corporate and Commercial) in the management of the public conveniences and the two municipal buildings.

CORPORATE RESPONSIBILITIES

- Promote and support the delivery of the Councils Climate Change actions plans, the response to the Councils' declarations of a climate emergency and the delivery of the Councils' biodiversity duty.
- Promote, both Councils' Equalities and Diversity Schemes ensuring that all discrimination is eliminated.
- Promote a safe and healthy working environment including taking responsibility for the health and safety of all staff, elected members, service users and other members of the public, in line with the Councils' Health and Safety at Work Policy.
- Support the Councils' commitment to good environmental management by ensuring the most environmentally friendly use of resources by reducing the amount of business travel by using teleconferencing facilities etc.
- Promote the principles of good customer care by taking responsibility, ensuring reliability and having respect for all those for whom the service is being provided, including colleagues and elected members.
- Work flexibly in support of colleagues and to undertake any other duties which may reasonably be requested commensurate with the grade for the post.
- Promote and comply with both Council's policies and guidelines on Information Governance and the Data Protection Act.
- Consistently exhibit the behaviours required under the Alliance CHOICE values and code of conduct.
- Be committed to safeguarding and promoting the welfare of children and young people and vulnerable adults.
- Carry out election duties as required.

JOB REQUIREMENTS

Transport Requirements	Driving required for travel to Alliance locations
Working Patterns	Hours of work as agreed with the line manager. Some out of hours work may be required.
Working Conditions	Agile working (with travel to Alliance office locations as required)
Resources Staff/Finance	N/A.
Physical	Working to planned priorities
DBS	No