

Level	Representative Activities
5	<p><b>Administrative Officer V – Grade 7</b></p> <ul style="list-style-type: none"> <li>• Takes minutes at formal meetings, where the need for accuracy particularly the recording of decisions, is very important, e.g. meetings involving service users, trade unions and outside bodies.</li> <li>• Uses databases to produce ad hoc summaries and analyses of information involving manipulation of data and creating new spreadsheets as required.</li> <li>• May have formal responsibilities for supervision of junior staff, e.g. allocation of work, ensuring deadlines are met and checking quality of work, dealing with queries.</li> <li>• May deal with senior staff in other departments or outside bodies, and with more difficult members of the public, e.g. advising on laid-down procedures, requiring higher interpersonal/communication skills.</li> <li>• Places orders for specialist equipment, after determining requirements and agreement from senior officer and may identify most appropriate supplier.</li> <li>• Processes complex and/or variable types of documents/information which may require complex calculations, involving contact with internal and external sources, e.g. debtor accounts, VAT documentation, allocation procedure for school places, reconciliation of Imprest Account.</li> <li>• Assists with budget preparation and monitoring of income and expenditure involving collection, inputting, sorting and extracting information on financial databases.</li> </ul> <p><b>Postholder has detailed understanding of office procedures within team/section and their importance to overall function. Able to deal with all but most complex problems, and take appropriate action within known limits. Refers complex issues to manager who is not always available.</b></p> <p><b>Qualifications/Experience</b>  Experience of carrying out a range of administrative tasks. Some supervisory experience may be required. NVQ 2 or equivalent, or equivalent level of experience.</p>