

Level	Representative Activities
5	<p data-bbox="358 302 1047 344"><b>Administrative Officer V – Grade 7</b></p> <ul data-bbox="358 386 1356 1415" style="list-style-type: none"> <li data-bbox="358 386 1356 491">• 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 data-bbox="358 533 1258 638">• Uses databases to produce ad hoc summaries and analyses of information involving manipulation of data and creating new spreadsheets as required.</li> <li data-bbox="358 680 1356 785">• 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 data-bbox="358 827 1356 932">• 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 data-bbox="358 974 1356 1079">• Places orders for specialist equipment, after determining requirements and agreement from senior officer and may identify most appropriate supplier.</li> <li data-bbox="358 1121 1356 1268">• 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 data-bbox="358 1310 1274 1415">• Assists with budget preparation and monitoring of income and expenditure involving collection, inputting, sorting and extracting information on financial databases.</li> </ul> <p data-bbox="358 1457 1339 1625"><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 data-bbox="358 1667 738 1698"><b>Qualifications/Experience</b></p> <p data-bbox="358 1703 1242 1803">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>