

Role profile

Here's more about the job!

Role/s	Administrator	Date Prepared	February 2019
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Your Team

- Delivers an efficient customer focused service, supporting day to day business continuity in all the local area offices & establishments in line with Directorate and Corporate Standards. Assist in the delivery of the service with support to managers within each establishment.

Your Customers

- Council Staff
- Elected Members
- Third Party providers, suppliers and partners
- Government agencies and departments

Your Role

- You will provide comprehensive business and administrative support for your managers and colleagues in your service area.
- You will solve day to day administrative problems independently. You may support work with vulnerable people who are either at risk of harm or in need of services.
- Need to be supportive in an empathetic way.

Health and Safety

- Risk of physical assault.
- Regular exposure to mental health pressures and demands.
- Exposure to infection.
- Working alone.
- Risk of verbal abuse.
- Manual handling activities.
- Visual display - regular use.

Work Pattern

- Standard Monday to Friday with flexibility subject to business needs.

Work Related Travel

- Regular.

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