|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| A | **Post Details** | | | | | | | | | | | |
|  | Job Title: | Administration Assistant | | | Function: | | Engineering | | | | | |
|  | Location: | Gillingham | | | Unique Post Number: | |  | | | | | |
|  | Reports To: | Head of Engineering Production | | | Grade: | | ASG | | | | | |
| B | **Purpose of the Job** | | | | | | | | | | | |
|  | To provide an effective administration service to the Engineering function that will maximise the efficiency of Gillingham Depot. | | | | | | | | | | | |
| C | **Principal Accountabilities** | | | | | | | | | | | |
| C1  C2  C3  C4  C5  C6  C7  C8  C9  C10  C11  C12  C13  C14  C15  C16  C17  C18 | Provide a confidential administration and secretarial support to all Metro Engineering Managers  Lead and direct the administration support team and oversee their responsibilities  Responsible for the implementation of all Admin Procedures, i.e. discipline, AAW etc  Responsible for Internal Control procedures  Responsible for maintenance and confidentiality of personal files  Provision of statistical information, and assist with production of the Engineering Period Report  Liaise with Recruitment (H.R.) for both internal and external recruitment requirements  Minutes at Meetings  Responsible for producing and controlling the Depot Briefing Procedure  Staff welfare and home visits  Medicals - monitoring of restrictions, referrals for special medicals and ill health severance  Control of petty cash / vending machine cash  Act as point of contact for all staff queries  Responsible for compiling probationary reports for new entrants within Metro Engineering  Responsible for safety inspections of the office accommodation at Gillingham.  Responsible for ordering and controlling stationery supplies / consumables  Assist as required  Raise Sales order / Purchase Orders as required | | | | | | | | | | | |
| D | **Safety Responsibilities** | | | | | | | | | | | |
| D1 | This post is required to undertake SAFETY CRITICAL WORK | | | | | | | | Yes |  | No | **🗸** |
| D2 | This is a KEY SAFETY POST | | | | | | | | Yes |  | No | **🗸** |
| D3 | This post requires SECURITY CLEARANCE | | | | | | | | Yes |  | No | **🗸** |
| D4 | The job requires competence in PERSONAL TRACK SAFETY | | | | | | | | Yes |  | No | **🗸** |
| D5 | This job has SPECIFIC SAFETY RESPONSIBILITIES (if Yes see section D6 below) | | | | | | | | Yes |  | No | **🗸** |
|  |  | | | | | | | | | | | |
| D6 | The post holder has the following specific safety responsibilities: | | | | | | | | | | | |
|  | * None | | | | | | | | | | | |
| E | **Decision making Authority** | | | | | | | | | | | |
| E1 | As defined by the Production Manager / Engineering Manager | | | | | | | | | | | |
| F | **Most Challenging and/or Difficult parts of the Job** | | | | | | | | | | | |
| F1 | To be able to work on own initiative and to deadlines, whilst providing accuracy at all times. | | | | | | | | | | | |
| G | **Person Specification** | | | | | | | | | | | |
|  | Southeastern aims to recruit people not just for jobs but for long term careers. We want good quality, talented people with the right attitude who will stay with us. For these reasons we look for evidence of Southeastern values in all potential staff and our existing staff looking for promotion along with the particular experience/knowledge, skills and behaviours relevant to the position applied for. These are We care passionately about people  * + we put ourselves in our passengers’ shoes to do what’s right for them   + we support our colleagues to be, feel and do their best   + we love the places we serve and do our bit for our communities and environment  We aim to be the best  * + we move with pace, we’re agile and learn from everything   + we relentlessly strive to be the best   + we are professionals with personalities  We make the difference together  * + we are answerable to each other and our passengers   + we trust each other and do what we say we will   + we are stronger together than we are as individuals   The job demands the following blend of experience/knowledge, skills and behaviours (all are essential , unless otherwise shown and will be assessed by application and/ or interview/assessment) : | | | | | | | | | | | |
| G1 | Experience, Knowledge & Qualifications Must be computer literate (Powerpoint, Excel, Access) with good typing skills and have  the ability to produce statistical Information including graphs and reports. Must be a good communicator. Basic accounting abilities  **Desirable:**  At least 3 years experience within a Personnel and Administrative function.  Must have a good understanding of Company policies and procedures.  Knowledge of payroll procedures.  Must be financially aware and able to control costs | | | | | | | | | | | |
| G2 | Behaviours and Skills (including any specific safety critical competencies) Must be able to work on own initiative and to deadlines whilst providing accuracy at all times.  Must be able to maintain confidentiality at all levels  Good communicator at all levels.  Must be computer literate, and have the ability to produce statistical information, including graphs and reports. | | | | | | | | | | | |
| H | **Dimensions of role** | | | | | | | | | | | |
| H1 | Financial – Direct: | | | None | | | | | | | | |
| H2 | Financial – Other: | | | Purchase orders on ORACLE / Sales orders | | | | | | | | |
| H3 | Staff Responsibilities – Direct: | | | Minimal | | | | | | | | |
| J4 | Staff Responsibilities – Other: | | | None | | | | | | | | |
| J5 | Any Other Statistical Data: | | | None | | | | | | | | |
| K | **Acknowledgement** | | | | | | | | | | | |
| K1 | Prepared By: | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | Date: | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |
| K2 | Approved By (Head of Department): | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | Date: | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **L** | **Job Description Briefing** | | | | | |
|  | The post holder has been briefed on and understands the requirements of this Job Description and other related documents: | | | | | |
|  | Name of post holder: |  | Signature: |  | Date: |  |
|  | Name of briefing manager: |  | Signature: |  | Date: |  |
| **M** | **Nominated Deputy for Safety requirements** | | | | | |
|  | If this is a KEY SAFETY POST (D2 in Safety Details above is YES) at least one nominated deputy must be identified. The Job Holder must ensure that the Nominated Deputy(ies) receives a copy of, and is briefed on this Job Description. If there are more nominated deputies, they should sign further copies of this Job Description. | | | | | |
|  | The nominated deputy has been briefed on and understands the requirements of this Job Description and other related documents: | | | | | |
|  | Name of nominated deputy: |  | Signature: |  | Date: |  |
|  | Name of briefing manager: |  | Signature: |  | Date: |  |