

ADMINISTRATION ASSISTANT

37 HOURS PER WEEK

ANNUAL SALARY: £20,000 - £23,000

(depending on qualifications and experience)

ATTRACTIVE BENEFITS PACKAGE



The Bedford Group of Drainage Boards manage surface water in the Upper River Great Ouse catchment, from North Oxfordshire, through Buckinghamshire, Milton Keynes and Bedfordshire to Huntingdon. We are actively involved in maintaining and improving watercourses and liaising with planning authorities about flood risk, sustainable drainage systems (SuDS) and development.

We are now looking for an Administration Assistant to join our small friendly team. The work is interesting and varied with the opportunity to train for professional qualifications. Your role will involve all matters relating to the administration and organisation of Board functions and Meetings.

We recognise that this role may attract candidates from across a number of disciplines and as such would encourage candidates to submit applications if they meet the following criteria:

- Pleasant and confident telephone manner.
- Ability to prioritise and organise workloads to meet deadlines and to remain calm under pressure.
- Well-developed written communication skills (including report and letter writing).
- Well-developed spoken communication skills
- A methodical approach to work, demonstrating an attention to detail as well as an accuracy in record keeping.
- Ability to competently use computer software such as Microsoft packages (Access, Excel, Word, Outlook and Internet Explorer).
- Ability to work well with others at all levels both internally and externally.
- Ability to use social media channels for example, Twitter, Facebook, LinkedIn
- A full and valid UK driving licence.

The appointment is for a full-time role but part-time will also be considered. You will have access to the Local Government Pension scheme together with 22 days holiday rising to 26 after 6-years in addition to 4 Statutory Days and 8 Bank Holidays.

For more details about this position, see the job description and person specification below, contact Alice Smith on 01234 767995 or email alice.smith@idbs.org.uk with any further questions regarding the opportunity.

TO APPLY:

An application form can be found at [here](#).

Please return your completed application by email to Contact@idbs.org.uk, alternatively by post to Alice Smith, Vale House, Broadmead Road, Stewartby, Bedfordshire, MK43 9ND

The closing date for receipt of applications is 24 November 2021.

We look forward to receiving your application.

Job Description

Job title:	Administration Assistant
Department:	Admin Team
Location:	Stewartby, Bedfordshire
Responsible to:	Executive Assistant
Responsible for:	No line management responsibilities
Overall Purpose:	To fulfil the role of Administrative Assistant and to deal with all matters relating to the administration and organisation of Board functions and Meeting
Grade/Salary:	£20,000-£23,000 (dependent upon Qualifications and Experience)
Employer:	Bedford Group of Drainage Boards
Effective Date	26 th October 2021

Context

The **Bedford Group of Drainage Boards** is a group of like-minded Internal Drainage Boards (“IDBs”) operating in the upper reaches of the River Great Ouse catchment, from North Oxfordshire, through Buckinghamshire, Milton Keynes and Bedfordshire to Huntingdon. Together they share vision, values and standards, and have chosen to jointly administer their affairs in order to reduce costs, strengthen their own organisations and increase influence at both a national and regional level.

Internal Drainage Boards (“IDBs”) are local public authorities that manage flood risk and land drainage within areas of special drainage need in England. Each IDB has permissive powers to undertake water management activities within their Internal Drainage District. The purpose of delivering this work is to reduce flood risk to people and property and to manage water in a way that meets the local needs of business and agriculture, including during times of drought, whilst also dealing with its obligations and commitments to the environment. IDBs exercise a general power of supervision over all matters relating to water level management within their district whilst conducting their work in accordance with a number of general environmental duties and promoting the ecological wellbeing of their districts.

We are actively involved in maintaining and improving watercourses and liaising with planning authorities about flood risk, sustainable drainage systems and development. As our Administration Assistant you will be responsible to the Bedford Group’s administration processes and Social Media channels, these allow us to meet the role’s key purpose of maintaining the integrity of all electronic records including the procurement, supply and distribution of all information in support of the WMA’s member Board’s needs and objectives.

We are now looking for an Administration Assistant to join our small friendly team.

Role and Responsibilities

To work as part of a team and contribute to establishing a high performing team recognising and promoting best practice, delivering consistent quality throughout the business in the following areas-

General Administration

- Assist in provision of appropriate administrative systems to support the work of the office
- Assist Engineering department in planning responses & record keeping
- Open, record and distribute post & emails
- Assist with the preparation and management of meetings, and events under the direction of the Executive Assistant
- Produce letters and reports as required
- Maintain electronic and hard copy filings systems as required
- Maintain and order stationery
- Organise maintenance of administration equipment
- To undertake any such additional duties that is reasonably commensurate with the level of this post

IT and Communications

- Support the development of internal information resources and networks (knowledge management), increasingly via intranet sites.
- Support the development and management of an extranet for internal use at multiple locations.
- Upload modified policies, data sets, geographical information and other documents to the group's intranet and extranet, as instructed by the Executive Assistant.
- Support the publicising and marketing of this service, to internal customers.
- Write reports, publications and website content. This includes the development of dynamic forms.
- Support the management and uploading of documents to the Groups website, ensuring its content is always current.
- Support the development, management and updating of social media accounts.
- Support the development and maintenance of the current catalogue of multi-media communications materials. This includes supporting the updating of the newsletter & progress reports.
- Support the day to day management of enquiries received via the contact@idbs.org.uk group mailbox as directed by the Executive Assistant.

Reception Duties

- Answer Telephone calls and direct or take messages
- Assist members of the public in person in Reception
- Take payments from members of the public in person
- Welcome Board members
- Assist with external enquiries

Engineering Administration

- Proactively check and monitor weekly planning application lists on various district councils' websites.
- Input data onto Planning Application Database to allow Boards' Officers to consider and determine impacts of applications within the Boards' areas.
- Assist with preparation of planning responses to local planning authorities ensuring deadlines are met.
- Assist with consent application folders and log applications onto consenting database.
- Acknowledge receipt of consent applications and prepare general responses to applicants as and when required.
- Advise applicants of consent application and inspection fees as per the Boards' Planning and Byelaw Policy.
- Assist with the monitoring of consent applications and advise Officers accordingly to ensure response deadlines are met.
- Establish and maintain an inspection diary and assist with arrangements for Officers' site inspections.
- Assist with preparation and issuing of consents.
- Maintain and update planning and consent databases.
- Check and monitor planning email inboxes.
- Co-ordinate with other departments to ensure land records are updated following any new development.
- Prepare reports for Board meetings as required.
- Scan of historic files (when time permits).

Finance Administration

- Assist with the scanning, filing and archiving of finance records under the direction of the Principal Accountant.
- Dealing with land drainage rate enquiries to assist the Finance & Rating Officer

Person Specification	
Qualifications	
Essential	Desirable
<ul style="list-style-type: none"> • A minimum of 5 GCSE's (or equivalent qualifications) at Grade C or above including maths and English subjects. 	<ul style="list-style-type: none"> • At least 1 'A' Level qualification ideally in a relevant subject area such as Geography, Maths or Computing.
Experience	
Essential	Desirable
<ul style="list-style-type: none"> • A minimum of 3 years experience managing administration for a professional organisation. 	<ul style="list-style-type: none"> • Experience working in the Water Industry and/or Public Sector.

Skills/Knowledge

- Pleasant and confident telephone manner.
- Ability to prioritise and organise workloads to meet deadlines and to remain calm under pressure.
- Well-developed written communication skills (including report and letter writing).
- Well-developed spoken communication skills
- A methodical approach to work, demonstrating an attention to detail as well as an accuracy in record keeping
- Ability to competently use computer software such as Microsoft packages (Access, Excel, Word, Outlook and Internet Explorer)
- Ability to work well with others at all levels both internally and externally.
- Ability to use social media channels for example, Twitter, Facebook, LinkedIn
- A full and valid UK driving licence.

Declaration and acknowledgement

I confirm that as of the date stated below the information in this job description is accurate and reflects the requirement of the role.

Please note the details of the job description will be updated should substantive changes to the role occur or be proposed.

Line Manager:	Alice Smith
Position:	Executive Assistant
Date:	26 October 2021