

**UNISON
GREATER LONDON REGION
ADMINISTRATOR
REF: R3/57T/62T**

JOB DESCRIPTION

Grade: 7
Hours: 35 hours per week
Location: Congress House, London WC1B
Reports to: Administration Manager

OVERALL SUMMARY

To provide administrative support for organising staff and managers, as required.

Key Tasks and Responsibilities

Administrative

- Provide administrative support for organising staff under the management of the teams Administration Manager, as required
- Provide administrative support for meetings including minute taking, drafting and word processing of agendas, minutes and standard letters
- Support organising staff and branches in undertaking recruitment & organising activities
- Arrange events, meetings and conferences
- Devise and maintain effective information retrieval systems

Communications/Co-ordination

- Telephone contact with all levels of UNISON (National, Regional and Branch) staff.
- Telephone contact with members and employers and a wide range of external organisations.
- Work with a range of communication media and database systems
- Advising members of Union benefits/services and actioning same
- Handle sensitive and confidential information

Specialist/Technical

- Use a range of IT packages, including Microsoft packages, case management and membership systems
- Operation of office machinery, eg photocopiers and fax machines

General/Other

- Work as part of a team of administrators, covering each others' duties, when necessary.

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PERSON SPECIFICATION

UNISON is an equal opportunities employer, committed to providing equal opportunities regardless of race, marital status, gender, sexuality, disablement or age. This Person Specification is designed to help members of interviewing panels judge the qualities of the interviewees in a systematic and consistent way and in accordance with UNISON's equal opportunities policy. It is given to all job applicants for information.

Administrative

- Ability to provide comprehensive administrative support at all levels
- Ability to type at speed with precision
- Ability to use Microsoft Office applications, including Word, Excel, PowerPoint, Publisher and Outlook
- Ability to draft correspondence and other documentation. Experience of drafting agendas and recording and drafting minutes of meetings

Communication / Co-ordination

- Ability to communicate with a diverse range of individuals at all levels and using a range of methods including face to face, telephone and email. Including experience of dealing with angry or upset clients both in person and by telephone
- Ability to work on own initiative and also as a team member, providing support to the team as and when necessary
- Ability to work with sensitive material in a confidential manner.

Specialist / Technical

- Ability to devise and maintain effective information retrieval systems.
- Experience of operating office machinery

Other

- Ability to prioritise own work
- Ability to work effectively under pressure and to demonstrate effective self-organisation skills.
- Able to use own initiative and to work without continuous instruction.
- General knowledge and commitment to the Trade Union Movement

Other Information

Completed application forms must be received by Regional Resources, UNISON Greater London Region, 1st Floor, Congress House, Great Russell Street, London WC1B 3LS or emailed to greaterlondonregion@unison.co.uk by no later than **5pm on Friday 23rd December 2016**.

Interview Date: Thursday 26 January 2017.