

**SCOTTISH REGION**  
**TEAM ADMINISTRATOR**  
**JOB DESCRIPTION**

**Grade:** 7

**Salary:** £35,403 (pro rata)

**Hours:** 35 hrs per week

**Location:** Scottish Region – Aberdeen Office

**Job Purpose:** To provide secretarial and administrative support.

**Reports to:** Office Manager

**Key tasks and Responsibilities**

- Provide a secretarial support, as required – using UNISON’s IT applications.
- Assist with the general office and clerical duties – filing, brought forwards, internal/external post, diary appointments, dealing with team enquiry point queries etc.
- Assist in providing information services to UNISON Scotland.
- Provide advice and guidance on the use of information service.
- Provide administrative support for meetings including minute taking, word processing of agendas, minutes and standard letters etc.
- Provide administrative support to the team and individual members of staff to ensure the efficient delivery of UNISON’s key objectives.
- Assist in the briefing/up-date of Branches, as required, on Regional processes.
- Assist in providing basic advice and assistance on UNISON services and activities.
- Summarise and input data onto UNISON databases and other publications
- Provide support for local and national ballots and campaigns – as appropriate.

- Support efficient and appropriate mailing, distribution and communication links between Region, Branch and membership, e.g. steward networks, user group lists etc.
- Assist with the maintenance of UNISON's membership and Case Management records and any other database applications as appropriate.

**UNISON**  
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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 maintain accurate records and information retrieval systems
- Ability to prioritise own work
- Good time management skills

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**COMMUNICATIONS/CO-ORDINATION**

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- Good oral communication skills to liaise effectively with a wide range of internal and external contacts
- Good written communication skills to take detailed, accurate messages and compose routine correspondence
- Ability to work as part of a team of administrative staff, assisting and covering colleagues as necessary

**SPECIALIST/TECHNICAL**

- Fast, accurate keyboard skills – minimum 50wpm
- Ability to use a variety of I.T. packages
- Ability to maintain computerised filing systems
- Ability to operate office machinery (photocopiers, fax machines and switchboard)

**GENERAL/OTHER**

- Commitment to providing a high quality administrative support service.