

## Job Description & Person Specification

# Administrative Officer - Private Office Cabinet Office

**Job Title:** Administrative Officer – Private Office

**Department:** Cabinet Office

**Division:** Office of the Chief Minister

**Location:** Central Government Office

**Grade:** AO / Pay Band 7

**Responsible to:** Private Secretary to the Chief Minister

**Hours:** Hours are negotiable from 29 up to 37 per week

## What will you do?

You will work in the Cabinet Office which is at the centre of the Isle of Man Government, and provide support to the Private Offices of the Chief Minister and Chief Executive Officer (IOMG).

You will need to be a proactive self-starter, organised, resilient and an effective communicator to work in this fast-paced, exciting environment.

## What does that involve?

### Main duties and Key Accountabilities

#### Administrative support

- You will be the first point of contact in answering a variety of enquires from members of the public, politicians and Government Departments regarding the Directorate's and Ministerial functions.
- Pro-actively assist the Executive Assistant to the CEO and Private Secretary to the Chief Minister in managing the Chief Minister and Chief Executive Officer (IOMG) calendars, mailboxes and correspondence.
- You will be responsible for ensuring all meeting rooms are adequately set up (along with refreshments) for all meetings relating to the Chief Minister, Chief Executive (IOMG), Executive Assistant to the CEO or other senior officers.
- You will be responsible for all finance and administrative support for the Private Office and occasionally the wider directorate in a timely manner and in line with financial regulations.

- You will be required to provide secretarial support for meetings across the Directorate. This will include loading packs to our online portal.
- Liaising with appropriate bodies to ensure the smooth and efficient running of events and functions to which the Chief Minister and Chief Executive Officer (IOMG) have been invited to attend.
- Ensure office supplies are kept up to date for the Private Office. Carry out any other duties as may be assigned by your line manager, Executive Assistant to the CEO or senior managers.
- Contribute to corporate obligations including taking responsibility for compliance with any relevant Government policy.
- Aware of your responsibilities in line with the Freedom of Information Act 2015 and the Data Protection Act 2018, dealing with enquiries as and when required.

### **Event/Project Support**

- Supporting the Private Office with the logistical and administrative support required to deliver IOMG on-Island events for the Chief Minister, Chief Executive (IOMG) or senior officers. Ensuring all arrangements are finalised and delivered to a high standard within agreed timescales.

### **Finance - in detail**

- Ensure that the invoices received are processed in a timely manner (Financial Delegation permitting).
- Ensure all purchase card statements are completed for all members of the Directorate in the correct time frame.
- Ensure all procurement follows the specific guidelines.

### **Support Information Governance**

- Support and assist the Data Protection Officer and Corporate Services Manager in their respective duties, including processing suspected data breaches, Freedom of Information, Code of Practice and Data Subject Access Requests.
- Support information and records management across the Private Office, including the retention, archiving and disposal of paper and electronic records, assisting with regular audits and reviews to ensure compliance with all relevant legislation, policy and best practice and contributing to information and records management projects.

**This document is intended to be a guide to the general scope of duties and not a rigid specification. This job description is subject to change and will be reviewed at regular intervals with the post holder. You may be expected to undertake any other duties appropriate to the grade.**

## Performance Management and Improvement

All Civil Servants have a personal responsibility for performance management. You will be expected to contribute to your annual performance development review and interim performance reviews. Regular meetings should be held with your line manager and frequent interim reviews are encouraged by the Cabinet Office. These are specifically designed to deliver the aims and objectives of the Cabinet Office.

## Health and Safety

You will be responsible for your own health and safety and the impact of your actions on others. You will also be responsible for identifying any possible risks or near misses to your line manager.

## Reporting Framework

You will report to Private Secretary to the Chief Minister.

Your Line Manager is responsible as 'Reporting Officer' for the implementation of, and compliance with, the provisions of the Isle of Man Civil Service Performance and Development Review Scheme.

## Integrity

As an appointee of the Office of the Chief Minister, Cabinet Office, you will be expected to recognise that your everyday business requires the highest level of personal integrity. Each Officer has a personal responsibility to maintain the confidentiality of all business of the Executive Office and the wider Directorate to uphold such confidences.

## What skills are required?

### Seeing the Big Picture

- Be alert to emerging issues and trends
- Adopt a Government-wide perspective to ensure alignment of priorities, activity and policy

### Leading and Communicating

- Communicate in a succinct, engaging manner and be able to stand your ground if required
- Take opportunities to regularly communicate and interact with colleagues, helping to clarify goals and outcomes that link between the overall Department priorities

### Collaborating and Partnering

- Actively build and maintain a network of colleagues and contacts to achieve progress on outcomes, objectives and deliverables
- Encourage collaborative team working across the Department

## **Delivering at Pace**

- Take responsibility for delivering expected outcomes on time and in accordance with the Departments standards
- Ensuring priorities and workload is managed to deliver within a face-paced working environment

	<b>Essential or Desirable</b>	<b>Method of Assessment</b>
<b>Credibility</b>		
Relevant experience in an office environment.	D	CV
Evidence of continuing career development and training.	D	CV/Interview
Experience of considering and interpreting Complex documents.	D	CV/Interview
Experience of working with Senior Politicians/Civil Servants/Senior Officers.	D	CV/Interview
<b>Capability</b>		
Excellent communication skills both verbal and written.	E	CV/Interview
Ability to achieve results.	E	CV/Interview
Ability to organise and to deliver a quality service.	E	CV/Interview
Makes considered decisions.	E	CV/Interview
Computer literate with a good working knowledge of IT systems in particular Microsoft Office applications.	E	CV/Interview
<b>Character</b>		
An understanding of the machinery of Government in the Isle of Man.	E	Interview
Ability to handle sensitive policy issues and to maintain confidentiality.	E	Interview
Flexible and adaptable to changing priorities and a demanding workload.	E	Interview
Excellent interpersonal skills, including tact and diplomacy.	E	Interview
Highly motivated, self-confident and enthusiastic.	E	Interview
Demonstrates commitment and resilience.	E	Interview
Enthusiasm for improving processes.	D	Interview
Remains calm under pressure.	E	Interview
<b>Other requirements</b>		
Isle of Man Worker.	E	Application
Satisfactory Police Check.	E	Pre-employment checks