



Job Description

Job Title: Business Administrator
Post No:
Grade: D
Location: Swindon Road Depot
Responsible to: Administration Manager
Responsible for:

Part A: Job purpose

The post holder will be responsible for providing business administration support to the Ubico board and management teams, and also to multi service groups in which Ubico participates such as ESPBs and TU consultative forums.

The post holder will support the Administration Manager in maintaining the digital register of documents and files shared across the company (the 'Corporate Memory').

This job description operates in conjunction with the company's constitution including the scheme of delegations.

Part B: Key result areas

1. Own personal management and development

- a) Comply with all aspects of corporate health, safety and welfare policy and safe systems of work;
- b) Identify own development and training needs to ensure effective performance in all areas of responsibility;
- c) Ensure that the company's equal opportunities policies are followed and actively practice social inclusion across all activities of the company;
- d) Read and respond promptly to communications and information;
- e) Participate in the company's performance management and appraisal systems.

2. Staff management and development

- a) Support monitoring and communications activities as required;
- b) Participate in the company's performance management and appraisal systems and comply with HR policies and procedures.

3. Physical resources and monitoring of budgets

- a) Ensure all resources (including IT hardware and software) are used safely, legally and efficiently;
- b) Comply with Financial Rules, Contract Rules and Scheme of Delegations to ensure financial probity;
- c) Ensure personal compliance with the Data Protection Act, Freedom of Information Act, Regulation of Investigatory Powers Act (RIPA) and any other specific legislation that impacts upon, and exists to protect, the corporate health of the organisation.

4. Professional/technical

- a) Maintain personal professional/technical competence within the service area in part C;
- b) Maintain a good working knowledge of the key activities of the company (waste and recycling, cleaning and grounds maintenance) and the legislative and contractual framework affecting the company's activities;
- c) Deal promptly with internal and external correspondence relevant to all areas of responsibility;
- d) Represent the company at meetings providing support, professional advice and guidance.

5. Other responsibilities

- a) Carry out any other duties that may be required commensurate with the general level of responsibility for the post.

Part C: Specific service areas

1. Support the administration of Ubico board and shareholder meetings including diary and venue management, accurate recording of the business of the meetings and review and maintenance of forward plans;
2. Support the administration of Ubico management team meetings including diary and venue management, accurate recording of the business of the meetings, distribution of key messages and review and maintenance of forward plans;
3. Support the administration of multi service groups in which Ubico participates including supporting the diary and venue management as necessary and accurate recording of the business of the meetings;
4. Support the maintenance of the central register and archive of digital files and documents shared across the company;
5. Support the management of a professional and responsive complaints management system and take responsibility for compliance with the company's complaints policy.