

**BRISTOL CITY COUNCIL****JOB DESCRIPTION**

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| Job title: | Professional and Technical Assistant – Level 3 |
| Bristol grade: | BG6 |
| Managed by: | Team Manager |
| Responsible for: | |
| Directorate: | Place |
| Service area: | Transport Services |

Purpose of the job

To provide technical/administrative support to assigned team.

Key job outcomes/accountabilities

Complete a range of technical/administrative duties is undertaken as directed. These will include:

1. Respond to a range of written, telephone and “face to face” enquiries from a variety of sources (internal/external) either directly or in more complex cases e.g. member of public advises of road accident, by referral to an appropriate colleague/section to ensure satisfactory resolution.
2. Operate a PC to amend/maintain spreadsheets (e.g. budget records, inventories), databases (e.g. employee records, Mayrise) and other applications to ensure computer systems are kept up to date.
3. As directed, compose type and distribute routine correspondence (using word processing package) and prepare draft documents for approval on complex correspondence.
4. Undertake general office duties to include: opening and sorting of post, filing, photocopying, maintaining office diary, monitoring/ordering of stationery as required; Cash handling, collection and reconciliation; maintaining a petty cash float as required (amount will vary).
5. Ensure secure handling of confidential data and information to comply with Council policy and with the Data Protection Act.

Additional Information

The post-holder may occasionally be required to work outside standard working hours.

This job description sets out the key outcomes required. It does not specify in detail the activities required to achieve these outcomes.

General Accountabilities

- A. So far as is reasonably practicable , the post holder must ensure that safe working practices are adopted by employees and in premises/work areas for which the post holder is responsible to maintain a safe working environment for employees and service users. These are defined in the Corporate Health, Safety and Welfare Policy, departmental policies and codes of practice.
- B. Work in compliance with the Codes of Conduct, Regulations and policies of the City Council.
- C. To model and promote good equalities practice and value diversity across the service.
- D. Ensure that output and quality of work is of a high standard and complies with current legislation/standards.
- E. Ensure that all mandatory training is undertaken as required. For example – Bristol City Council’s Induction, Health and Safety, Equalities, Safeguarding Children and Safeguarding Adults. Please note - this is not a comprehensive list.is not a comprehensive list.

