



Job Description

Job Title: Administration Officer
Location: Adult Services (several locations)
Reporting to: Adult Services Manager

Overall Purpose of the Post:

The main purpose of this role is to provide administration support to the Adult Services Manager and the service team with all elements of administration and record keeping.

Duties and Responsibilities

- Provide Administrative support as required to Adult Services Manager.
- Ensure all Health & Safety Documentation is completed accurately and up to date. To centrally coordinate all health and safety documentation and report on same.
- Ensure all documentation in relation to transport is completed and up to date, this includes but is not limited to RSA inspections, DOE preparation, Maintenance and scheduling of transport including taxis and external transport providers.
- Provide administrative support in relation to letter writing, minute taking and report compilation. To manage all external telephone and mail contacts on behalf of the Service Manager.
- Provide administration support to the service Coordinator as agreed with the Adult Services Manager
- To develop and maintain an efficient records management and filing systems in line with Enable Ireland Policies and Procedures.
- Log, manage and ensure regular maintenance of all equipment and supplies e.g. Office supplies and service user equipment.
- Ensure that all stationary and supplies are ordered and an appropriate stock maintained.
- Work effectively and cooperatively with other staff members.
- Develop open, honest and respectful relationships with others; fosters good working relationships within the team.
- Execute their duties with confidentiality.
- Manage ad-hoc requests and general enquiries.
- To be a key holder to open and close the building as required.

HR Administration –

- Upload & maintain time sheets, update attendance information, ensure all documentation is accurate. Input attendance on the required systems for approval by the line manager and liaise with the payroll and HR department regarding any issues.
- Provide administrative support in relation to annual leave, sick leave documentation

Finance Support

- Provide support around the processing of purchase orders.
- Manage the petty cash system.

Continuous Improvement

- Responsible for remaining up to date on Enable Ireland policies, procedures, codes of conduct. Contributes to the continuous improvement of administrative processes.
- Participate in training as required.

Compliance & Confidentiality

- To comply with and apply all Enable Ireland policies, procedures, codes of conduct and learned training while carrying out duties.
- To be mindful of confidentiality and treat all information about people who receive a service as confidential.
- To only discuss and disclose information about people who receive a service in accordance with agreed ways of working or following supervisory instruction.
- To seek guidance from line manager or approved designate where there is a doubt or concern about confidentiality or disclosure of information.
- It is critical that when undertaking their work that the successful candidate does so in a manner that is consistent with Enable Irelands values, their operating ethos and standards.

Health & Safety

- To adhere to Health & Safety policies, procedures and codes of conduct. Ensure Health & Safety folders are maintained and kept up to date and assist the Service Manager/Coordinator in the management of the Health & Safety aspects of the Service.

TERMS & CONDITIONS:

Responsible to:	Director of Services
Probation:	A probationary period of six months applies to this post.
Salary:	The current salary for this role is Department of Health & Children Clerical grade IV €25,752 - €42,891 entry point on scale is dependent upon experience.
Annual leave:	Annual leave entitlement is 30 days pro rata per annum and proportionately less for less than 12 months service.
Pension Scheme:	Enable Ireland operates a contributory pension scheme which all employees may join on earlier of 1 st July or 1 st January following start date.
Medical:	The successful candidate will be required to undergo a medical assessment.
Garda Clearance/ Police Clearance:	These will be required for all prospective employees who will undertake relevant work or activities relating to children or vulnerable persons.

**Sick Pay:
(If applicable)**

All periods of sickness exceeding two days must be medically certified. Weekly medical certificates are required thereafter. The Company reserves the right to have you examined by its own Doctor after 3 months continuous sick leave. Upon completion of 9 months continuous service with the Company sick pay will be as follows: Full pay less social welfare for the first 13 weeks of sickness in any 12 month rolling period and half pay less social welfare for a further (13) weeks of sickness absence in the same 12 month rolling period