**St Patrick’s Centre (Kilkenny) Unit 11/12 Danville Business Park,**

**Kilkenny**

**Job Specification**

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| **Statement of Purpose** | St Patricks Community Services will enable people to live a good life, in their own home, with supports and opportunities to become active, valued and inclusive members of their local communities.  St Patrick’s Community Services will enable a supported self- directed living (SSDL) model of provision which is underpinned by our beliefs, values and vision. |
| **Job Title** | Administration Assistant |
| **Location** | The role is primarily based in St. Patricks Centre Kilkenny, Unit 11/12 Danville Business Park, Kilkenny. However, the St Patrick’s Centre Services includes all services run by the Company; you may be required to work from an alternative community location in accordance with the needs of the service. |
| **Purpose of the Role** | The role of the Administration Assistant is to provide administrative support across the organisation including but not limited to creating reports, taking minutes, updating spreadsheets, filing, sending correspondence, filling out forms, scanning documents, making and taking phone calls, carry out audits and perform additional duties as required.  The person appointed to this post should be flexible in their approach to service provision and should have the ability to work as a member of a team. |
| **Key Working**  **Relationships** | * Senior Management Team * Administration Team * Relevant support functions such as HR, Finance, Maintenance, Housing, and Quality etc. |
| **Principal Duties and Responsibilities** | Under the direction of the Line Manager, the Administration Assistant will provide duties according to:   * Professional Guidelines * National and regional HSE guidelines * Local policies, protocols and guidelines * Current legislation as it applies to the role   ***The Administration Assistant will:***   * Provide administration support to the team including but not limited to creating reports, taking minutes, updating spreadsheets, filling, sending correspondence, filling out forms, scanning documents, making and taking phone calls, carry out audits * Interact in a professional courteous manner * Deal with email and phone queries in a timely manner * Carry out general office duties * Be responsible for completion of ad hoc tasks to set deadlines * Organise meetings and arrange appointments * Provide support to all departments * Maintain confidentially of sensitive information   **The above Job Specification is not intended to be a comprehensive list of all duties involved and consequently the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post while in office.** |
| **Professional Expectation** | The Administration Assistant must make themselves aware of the Health Information and Quality Authority (HIQA) Standards as they apply to the role and comply with associated HSE protocols for implementing and maintaining these standards.  The Administration Assistant must be aware of ethical policies and procedures which pertain to his / her area of practice including:   * Statutory legislation in particular but not exclusively the Health Act 2007 * National and St Patrick’s agreed Policies and Codes of Good Practice * Notification of accidents and other Health and Safety requirements in compliance with St. Patricks instructions * Fire precautions * Health & Safety * Equal Opportunity principles * Attend training as and when required |
| **Qualifications / Experience /**  **Criteria** | **Candidates must have:**  Proven and demonstrated experience in administration and/or  Qualification in Business Administration and Health & Safety desirable but not essential  **Health**  In order to be successful a candidate must be fully competent and capable of undertaking the duties as above and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.  **Character**  Satisfactorily undergo Garda vetting procedures prior to commencing  **Desirable**  Full clean drivers licence |
| **Skills, competencies and/or knowledge** | * Excellent Administration and organisational skills * Previous experience of working in a busy, changeable environment * Strong communication skills, written and oral * Excellent interpersonal skills with the ability to work effectively with staff at all levels of the organisation * Strong experience in Excel, Microsoft Word and Microsoft Windows Operating System * Ability to plan work and keep records of work completed * Attention to detail & high level of accuracy * Ability to implement and maintain data systems * Self-starter with initiative and drive and an ability to work independently * Ability to prioritise, plan and organise own workload * Be an effective team player with an open and flexible attitude * Ability to maintain confidentially of sensitive information |