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| Job Title | Administrative Assistant |
| Department | DR4 Team |
| Reports to | DR4 Support Assistant |
| Grade | Grade 2 |
| Purpose & Overview | To provide a range of administrative assistance to the DR4 Team and to contribute to the achievement of the business-wide objectives. |
| Key Accountabilities | <ul style="list-style-type: none"> • Operate office systems, process documents, maintain accurate records and access information in support of DR4 activities for the team. • Administrative support and assistance in providing an efficient and effective service to contribute to the achievement of operational objectives. • Assist in the coordination of the steady state DR4 process and the current Data Accuracy Project. • Update and maintain SAP and the GIS Application to resolve Asset Record Errors to required standards in accordance with required Policy timelines. • Assist in the delivery of training of new staff where appropriate to ensure consistency of approach and compliance with standard processes and procedures • Assist with system validation of completed DR4 further investigations returned from Operations, to enable Digitisation within the GIS system. Interpret sketches, photographs and other returned information to validate all required data • Work with colleagues in the team to review and validate work and work together towards departmental/team objectives. • Work within, and promote the philosophy of safe team working and development across all WWU activities to achieve business objectives and continuously improve performance. |
| Technical Know-How & Skills | <ul style="list-style-type: none"> • Excellent numerical, analytical and keyboard skills. • Competent in the use of all standard Microsoft and other standard desktop packages (Excel and Access in particular). • Knowledge of the WWU Business is essential, as is familiarity with WWU Primary IT Systems (SAP ERP and GIS). • Thorough understanding of the DR4 records governance and the information that is required in order to assist the process • DR4 process experience, management of own workload, and working with others to achieve targets is required. • A “right first time” philosophy, taking pride in quality is essential. • Experience of being accountable to upstream and downstream customers. • Good written and oral communication skills and be motivated by driving performance improvements. |
| Qualifications | <ul style="list-style-type: none"> • Mathematics and English O Levels / GCSEs are desirable but not essential |