



## ADVERTISEMENT FOR FIXED TERM ADMINISTRATIVE OFFICER (FEB 2021 – DEC 2022)

Personnel Reference Number: SEC-05-20

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<b>Job Title:</b>	Team Support Officer (TSO)
<b>Grade:</b>	Administrative Officer
<b>Salary:</b>	£20,500 - £23,830
<b>Division/Section:</b>	Local Democracy and Boundary Commission for Wales, Hastings House
<b>Pattern of Working:</b>	Full- time, but applications are welcome from those working on a part-time basis (flexible hours available).
<b>No. of Posts Available:</b>	2
<b>Responsible to:</b>	Communications and Engagement Manager

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**Purpose of Post:** The purpose of the Local Democracy and Boundary Commission for Wales (LDBCW) is to keep under review the boundaries and electoral arrangements of local government areas in Wales and to make proposals to Welsh Government Ministers for changes that may be desirable in the interests of effective and convenient local government.

The purpose of the Boundary Commission for Wales (BCW) is to review the boundaries of Parliamentary constituencies in Wales. The Boundary Commission for Wales is an advisory Non-Departmental Public Body sponsored and wholly funded by the Cabinet Office (CO). The Commission submits reports to the Minister for the Cabinet Office, and it is the Minister's statutory duty to lay them before Parliament.

You will be required to be part of the "Public Face" of the Commission, liaising with our suppliers on a regular basis as well as contacting stakeholders for information and taking telephone calls from the public, answering queries where appropriate.

You will arrange and carry out the distribution of reports by their relevant deadlines and with ensuring the Secretariat meets its response targets for correspondence (which will include arranging translations of reports and representations).

You will also work with your line manager to support the delivery of the Communications and Engagement programme including organising public hearings, consultation sessions and stakeholder briefings.

### **Contract Type**

This is a fixed term post which is expected to run from February 2021 to December 2022.

### **Key Tasks:**

- Recording and monitoring the incoming representations arranging translation, preparing for publication and logging representations on the Commission's database, alerting managers immediately to any problems or delays that may arise;
- Opening, recording and distributing incoming post and issuing outgoing post;
- General purchasing duties via the Purchasing database - preparing purchase orders for general items, stationery, translations, printing, legal advice, car hire, etc;
- Contributing to the Commission's commitment to sustainable development through recycling and thoughtful use of resources;
- Taking telephone calls and answering queries where possible. Transferring calls to the appropriate colleagues when unable to answer a query;
- Assisting in the preparation of letters for distributions and distributing reports on time;
- Assisting with the placing of Public Notices and Press Releases in the media;
- Assisting with the co-ordination of and preparations for LDBCW and BCW meetings;
- Helping to organise the BCW's Public Hearings, hotel bookings, and travel arrangements, some travel will be required;
- General Filing work for LDBCW and BCW and,
- Other general duties as directed commensurate with the grade.

### **Behaviours Required:**

We will assess you against these behaviours during the selection process at level 1.

#### *Working Together :*

- Proactively contribute to the work of the whole team and remain open to taking on new and different roles

#### *Managing a Quality Service :*

- Gain a clear understanding of stakeholders needs and expectations.

- Plan, organise and manage your own time to deliver a high-quality service and keep colleagues up to date with progress.

*Communicating and Influencing:*

- Use an appropriate method of communication for each person such as an email, telephone call or face-to-face, taking into consideration their individual needs.
- Listens and questions to check understanding

**Job Specific Criteria (essential):**

1. Experience of using Microsoft Office applications, Word, Excel & Access
2. Effective organisational skills
3. Welsh speaker (1 post)

**Job Specific Criteria (desirable):**

1. Welsh speaker (1 post)

**Welsh Language:**

The Commission have a Welsh Language Scheme, which commits to the principle that in the conduct of public business in Wales, the Commission will treat the Welsh and English languages on a basis of equality. There would therefore be opportunities for Welsh Speakers to make use of their ability.

**Development Opportunities Offered by the Post:**

This Commission provides all staff with a comprehensive training and development plan to assist them in progressing the career. The successful applicant will gain a good understanding of local government in Wales, electoral and parliamentary boundaries, and the work of a Sponsored Body.

**Contact Point and Interview Dates:**

Tom Jenkins, Local Democracy and Boundary Commission for Wales, Hastings House, Fitzalan Place, Cardiff, CF24 0BL (Tel. 029 2046 4819, Fax 029 2046 4823, E-mail: [enquiries@boundaries.wales](mailto:enquiries@boundaries.wales)).

Sift Date: 04 January 2021

Interview Dates: 11 & 12 January 2021

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**Applications (CV demonstrating experience and covering letter (no more than 2 A4 pages) which includes how you demonstrate the Behaviours), should be sent by e-mail to [vacancies@boundaries.wales](mailto:vacancies@boundaries.wales) by 11:59pm 16 December 2020**

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