

JOB DESCRIPTION



Job title: Support Services Assistant
Directorate: Corporate Strategy
Hourly rate: £8.55 per hour

JOB PURPOSE:

Deliver administration and support services across the organisation to assist in the achievement of corporate objectives and to meet business requirements.

KEY ACCOUNTABILITIES:

- Assist with the delivery of administration and support services across the organisation to ensure the needs of the organisation are met
- Assist the team in providing support as required to ensure processes are implemented and run smoothly
- Support the delivery of an excellent and responsive customer service.
- Other duties requested by the SDNPA in line with the grading of this post.

CORPORATE RESPONSIBILITIES

Maintain awareness of and compliance with the ethical, legal and policy framework within which the organisation operates including, but not limited to:

- Authority Purposes and Duty
- Data Protection requirements including General Data Protection Regulations (GDPR)
- Officers Code of Conduct
- Health and Safety Policies and Procedures
- Equality and Diversity Policy
- Information Technology User Policy
- Information Security Policy
- All policies/procedures and guidance related to the designated role