

ROLE PROFILE

Role	Administration Lead
Grade	AS 2C
Division/service	Central Administration
Directly responsible to	Director of Corporate Services
Directly responsible for	Central Administration Team
Hours	36

Main duties and responsibilities/accountabilities

People

1	Hiring, induction and training of all admin team members (some based off site at Hubs across Salford)
2	Supervising the day-to-day operations of the central admin team, conduct supervision and appraisal meetings and taking corrective action when necessary
3	Managing cover requirements across all services
4	Provide regular refresher training on areas of admin duties and annual year end training
5	Support Service Managers with management of admin team members

Finance & operations

1	Collecting, organising and storing information using Microsoft 365 ensuring consistent approaches across all areas of the business
2	Oversee the payroll process for timesheet input and review
3	Working with managers to ensure financial aspects of the admin role are being completed in line with the financial procedures and monthly deadlines are met
4	To review the financial and admin procedure guides and policies and to update where necessary
5	To provide admin support to the Executive Team and Heads of Service

Performance & quality

1	Developing, reviewing, and improving administrative systems, policies and procedures with a focus on moving from manual to digital systems
2	Perform regular quality checks and regular quality visits to the out stationed teams
3	Work with Service Managers to ensure an efficient, effective and consistent admin service is provided

4	Oversee facilities and maintenance visits to the Head Office
5	Ensure office equipment including mobile phones are fit for purpose and maintain office supplies
Planning	
1	Producing the admin team annual plan
2	Tracking progress towards admin team plan and co-ordinating admin contributions to other strategic plans
3	Planning, scheduling, and providing admin support to the Board, including minute taking of all Board and Sub Committee meetings
4	Keep up to date with all organisational changes and business developments
5	Attend Operational Management meetings and contribute to service planning

Experience, skills and qualities	
Essential	
1	You are able to demonstrate professionally that you align to our 4 values: Personal – We see the value in everyone and support people to reach their full potential Progressive – We are driven by improvement and always look to find better solutions Consistent – We are strong and dependable and can be relied upon to deliver quality services Accountable – We all take personal responsibility and contribute towards successful outcomes
2	Exceptional leadership and time, task and resource management skills. Experience of managing a team.
3	Strong problem solving, critical thinking, coaching, interpersonal and verbal and written communication skills including minute taking
4	High level of IT skills and proficient in the use of Microsoft Office and other IT packages with the ability to support admin staff in their changing roles as we move towards being fully digital
5	Ability to plan for and keep track of multiple projects and deadlines
6	Experience of overseeing financial procedures, cash handling and customer service procedures
Desirable	
7	Experience of managing a team across different locations
8	Professional qualification in business administration, management or a related field
9	Driving license and access to a car for work

Review arrangements:

The details contained in this role profile reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required, and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, Aspire will expect to revise this role profile from time to time and will consult with the post holder at the appropriate time.

Version Control	Name	Date reviewed	Signed
Version 2	Paula Summersfield	31.01.25	<i>P Summersfield</i>