

## Aspire Job Description

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| <b>Job Title:</b>               | SENIOR ADMINISTRATOR   | <b>POSITION ID:</b> SADM890 |
| <b>Entity:</b>                  | <b>ASPIRE DEFENCE SERVICES LIMITED (ADSL)</b>  |                             |
| <b>Location:</b>                | ALDERSHOT  |                             |
| <b>Reports to:</b>              | Office Services Supervisor   |                             |
| <b>Key Purpose of the Role:</b> | To provide effective Administration and Supervisory Support for the department and ADSL Manager.   |                             |
| <b>Key Responsibilities:</b>    | <p><b>General:</b></p> <ul style="list-style-type: none"><li>• Self-managed, to include organisation of working time/day, management of priorities and setting of delegated deadlines</li><li>• Tracking, retrieval and distribution of mail and packages.</li><li>• Making and answering telephone calls and signposting as appropriate, sending/receiving facsimile and e-mails</li><li>• Managing the office filing systems, including archiving and securely disposing of sensitive information where appropriate.</li><li>• Managing and updating systems/databases, records and rolls to ensure accuracy, currency and integrity.</li><li>• Producing documentation i.e. letters and correspondence in line with ADSL standards, JSP 101 Defence Writing Guide and JSP 747 Information Management Protocol.</li><li>• Use Micro-soft Office Packages and other administration software to complete tasks, including MOD specific software</li><li>• Completing tasking requirements in a timely manner to meet ADSL's contractual requirements</li><li>• Proactively contribute ideas to continually improve performance in the department.</li><li>• Undertake ADSL tasking, as directed by ADSL Supervisor</li><li>• Any other additional tasks that are reasonably related to the tasks listed above, at any working location within the scope of the garrison contract</li></ul> |                             |

### Job Specific:

- Maintaining I Hub registry documentation and coordination of governance of internal record keeping
- Maintaining required documentation security classification and protection markings
- Storage and retrieval of records
- Ensure required information management policies, guidance and instructions are followed and maintained
- Maintain electronic records management system, file plan and distribution lists
- Advise parties on correct use of MODNET and records file plan

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- Act as Authorised Demander under delegated direction
- Provide import and export capability between different systems
- Maintain access to MODNET, team sites and SharePoint team sites
- Ensure office equipment is maintained
- Support visits, meetings and briefings to include the fullest range of tests.
- Support Travel Bookers acting as a booker in the absence of ISA Job-share.

### **Health and Safety and Environmental:**

- Ensure the adoption of ADSL HSE policies and procedures and local HSE policies and procedures throughout the area of responsibility
- Ensure the adoption of safe working practices in line with ADSL's HSE policies and procedures
- Maintain personal, departmental and garrison security requirements within the scope of operational delivery

### **Qualifications**

#### **Essential:**

- 5 GCSE's (or equivalent)
- NVQ level 3 (or equivalent) Office Administration
- Intermediate level experience of Micro-soft Office Packages

#### **Desirable:**

- ECDL (or equivalent)

### **Experience & Knowledge:**

#### **Essential:**

- Previous experience of working within the MoD would be an advantage
- Significant experience in an administrative role
- Proven experience of supervising staff or can demonstrate competence and understanding of the skills required
- Ability to effectively communicate at all levels within the organisation

### **Skills:**

- Excellent interpersonal and communication skills (both verbal and written).
- A good level of literacy and IT skills with a good working knowledge of Microsoft Office packages.
- Highly organised with an ethical and professional approach
- Proven ability to prioritise tasks, pay attention to detail, work proactively and use initiative.
- Proven ability to work as part of a team
- Enthusiastic, willing and helpful

### **Date:**

June 2020