

The Job Title: Administrative Support Officer

This role is hosted by the OPCC on behalf of the Humber Violence Prevention Partnership (VPP), a Home Office-funded Violence Reduction Unit.

The Salary and Rewards: This is a Band F role

Your contribution to the OPCC will be: Provide administrative support to the Violence Prevention Partnership.

Your business as usual will include:

- Providing administrative support to the VPP's Board and sub-groups, including collating papers and taking minutes.
- Supporting the VPP team in a range of business areas including purchase orders, payments and arranging travel.
- Organising meetings and events, including co-ordinating diaries, liaising with venues and external suppliers, and registering attendees.
- Co-ordinating and obtaining updates to project/programme planning documents.
- Ensuring effective triaging of correspondence.
- Supporting communications with stakeholders and the public.
- Supporting the compilation of reports, presentations and monitoring returns.
- Providing administrative support to commissioning and procurement processes.
- Performing such other duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility.

Decision Making	Leadership	Managing Risk
Has limited decision making requirements. Would usually follow specific process as directed by line manager.	Will engage with some partnership working with internal and external stakeholders.	Will identify risks and make suggestions around how to mitigate them.

How you Fit:

You will be managed by our Public Health Business Manager who will provide you with both challenge and support in your role with us. (Please see the diagram below of our structure)

Job Description

Our Values:

We are passionate about our values and you will be too.

We have a simple 'ABC' approach to our values - Ambition, Brave, Compassion and Connecting that is grounded in deep levels of Trust.

We thought really carefully about our values and they are everyone's to own. So we hope and expect that you will strive to do great things with your colleagues, enjoy your work, make us proud and plan/work with integrity at all times.



Ambition	You will demonstrate a commitment to the highest standards, best outcomes and continuous improvement for all areas of your work and the work of the OPCC.
Brave	You will not be afraid to raise your views to our strategic leaders and challenge where you feel we can be better individually or as a team. You will try new approaches to try and create efficiencies.
Compassion	You will be a people person and understanding of the needs of others. You will support and provide help to your team and consider the public in all you do.
Connecting	You will seek out opportunities to connect pieces of work, people, partners where you see the potential of better working together. You will embrace collaboration where it is in the interests of the public.
Trust	You will always conduct yourself in a way that allows your team, partners and the public to trust you and demonstrate that you trust them. You will challenge where you see potential breaches in trust.

You Will Have:

- Literacy and numeracy, educated to GCSE standard or equivalent.
- Experience of working in an office/clerical environment.
- Experience of using computers to input and retrieve information.
- Conversant with a range of Microsoft Office applications.
- Good interpersonal skills.
- Keyboard skills.
- Ability to collate information.
- Ability to prioritise and manage own workload.
- Ability to use own initiative and apply common sense thinking.
- Ability to complete tasks accurately within pre-determined timescales.
- Flexibility to meet the demands of the post.
- Willingness to learn and undertake a variety of tasks.

You May Have:

- BTEC or equivalent in a business or administration related subject.
- Experience of taking notes/minutes.
- Experience of co-ordinating diaries.

Our Organisation – Our People

