

JOB DESCRIPTION

JOB TITLE: **TEAM ADMINISTRATOR**
Reporting to: EPA Senior Support Officer
Salary: £19,500 pa

JOB PURPOSE

- To supervise and co-ordinate the delivery of coherent and efficient administration processes for End-point Assessment activity.
- To provide a customer focussed professional and helpful service to all customers.
- To provide support in relation to non-regulated product audits.

MAIN DUTIES AND RESPONSIBILITIES

- 1 To provide administrative and technical support for customers involved in the delivery of End-point Assessment services.
- 2 To ensure the efficient operation of the End-point Assessment bookings and certification process.
- 3 To provide comprehensive advice, guidance and support to customers delivering End-point Assessment services.
- 4 To provide relevant information to the EPA Senior Officer in order to assist with the development and marketing of End-point Assessment Standards, as required.
- 5 To ensure the effective and efficient control of information and data in line with GDPR requirements.
- 6 To deliver excellent customer service to internal and external customers/stakeholders.
- 7 To monitor and make recommendations for the review of systems and procedures on a continuous improvement basis.
- 8 To maintain accurate and up to date records and provide data, as required.
- 9 To log customer complaints and support the Team to resolve effectively.
- 10 To co-ordinate and maintain efficient systems across a range of administrative areas with a high level of accuracy.
- 11 To maintain and develop own knowledge and understanding, attending appropriate training and meetings, disseminating information across the team and to other relevant personnel.
- 12 To support colleagues with the identification and conversion of new business.
- 13 To support the audit process in relation to non-regulated products.
- 14 To manage own workload, under the direction of the EPA Senior Support Officer.
- 15 To log and manage feedback from centres/customers.

- 16 To offer support and expertise to colleagues, when required.
- 17 To ensure all activities are carried out in accordance with published Service Level Agreements.

The above duties are not exclusive or exhaustive and the post holder may be required to carry out such other appropriate duties as may be determined by the EPA Senior Support Officer.

The post holder will be expected to adopt a flexible approach to ensure the efficient and effective operation of the Company.

OTHER DUTIES

- 1 To ensure awareness of and compliance with all health and safety requirements taking reasonable care of the health and safety of yourself and other persons in accordance with the provision of Health and Safety legislation.
- 2 To exercise proper care in operating, handling and safeguarding any equipment and appliances provided and issued by Skills and Education Group for individual or collective use in the performance of duties.
- 3 To keep up to date, so far as is necessary, for the efficient execution of the role, with new legislation, procedures and methods.
- 4 To participate in the Company's appraisal process and to undertake appropriate training/ development to ensure up-to-date knowledge and practices are applied and maintained for the efficient and effective performance of the post and to support the Company's strategic objectives.
- 5 To uphold and promote the Company's Equal Opportunities and Diversity policies and practices.
- 6 To present an appropriate professional image on official Company business.

TERMS AND CONDITIONS

This post is subject to the terms and conditions determined by Skills and Education Group.