

JOB DESCRIPTION			
Job title	Office Administrator		
Job holder		Reports to	Executive Administrator
Job type	Fixed term - maternity cover	Date created/amended	February 2022
Key areas of responsibility	<p>To provide comprehensive administrative support to ensure the efficient running of the office, working groups and other projects.</p> <p>The full range of activities for the post is described below.</p>		
Managerial responsibilities	None		
Responsibilities <i>Including but not limited to:</i>			
1. General office administration			
	<ul style="list-style-type: none"> • Act as first point of contact for the Executive and manage the bioethics email address • Assist the Executive Administrator with resolving queries regarding office management issues • Maintain the office diary • Arrange meetings and hospitality • Maintain journal subscriptions and download journal articles • Help with maintaining databases of media mentions and report citations • Help organise and promote Council events, such as workshops • General desk-based research when required 		
2. Administration of working groups and other project meetings and events			
	<ul style="list-style-type: none"> • Organise working group meetings and other project meetings and events • Organise, manage and help troubleshoot relevant meeting software and IT • Collate and distribute meeting papers • Help with the administration of consultations and the responses 		
3. Travel arrangements			
	<ul style="list-style-type: none"> • Organise travel and accommodation for the Executive and Council members attending conferences and meetings in the UK and abroad • Prepare meeting packs to ensure that staff are fully organised and prepared for events 		

	<ul style="list-style-type: none"> • Liaise with the organisers of conferences and other events
4. Maintenance of Salesforce	
	<ul style="list-style-type: none"> • Maintain and update the Salesforce database
5. Maintenance of the Council's publications	
	<ul style="list-style-type: none"> • Receive all enquiries regarding the Council's publications, despatch orders and raise invoices • Organise the sending of materials to conferences and events
6. Ethics Accelerator (1 / 2 days a week until the end July 2022)	
	<ul style="list-style-type: none"> • Provide administrative support • Format and design documents using publication templates • Helping with social media and updating the website • Organise the EA board meetings and prepare their minutes
Other	
	<ul style="list-style-type: none"> • The above list of key responsibilities (and associated activities) is not exhaustive. It may be necessary to carry out other work within the scope of the role, as reasonably requested

<p>Person specification - Office Administrator</p> <p>Candidates must be able to demonstrate the experience, skills and abilities set out below. They should have a good general standard of education and have sound, relevant administrative experience.</p>	<p>Essential (E) or Desirable (D)</p>
<p>Experience</p>	
<p>Experience of general office administration</p>	<p>E</p>
<p>Experience of working in a team</p>	<p>E</p>
<p>Experience of liaising with many people at different levels</p>	<p>E</p>
<p>Knowledge and Skills</p>	
<p>Excellent organisational skills</p>	<p>E</p>
<p>Good literacy and numeracy skills</p>	<p>E</p>
<p>Strong written and oral communication skills</p>	<p>E</p>
<p>High-level IT skills (including MS Word, MS Teams, Excel and meeting software such as Zoom)</p>	<p>E</p>
<p>The ability to work to a high level of detail and accuracy</p>	<p>E</p>
<p>Educated to degree level</p>	<p>D</p>
<p>Experience of formatting documents and using software such as in-design</p>	<p>D</p>
<p>Experience of minute taking</p>	<p>D</p>
<p>Personal Qualities</p>	
<p>A well-organised, logical approach to work</p>	<p>E</p>
<p>The ability to work to deadlines, managing peaks and troughs of work</p>	<p>E</p>
<p>The ability to take initiative and work independently when required</p>	<p>E</p>
<p>A flexible attitude to work and a willingness to help out as needed</p>	<p>E</p>
<p>Tact, discretion and the ability to maintain confidentiality</p>	<p>E</p>
<p>An interest in learning new skills</p>	<p>E</p>

