# **Job Description**

# **Job Title:** Administrative Assistant

**Responsible To:** Assistant Manager: Skills for Growth

**Job Purpose:** To provide support to the Projects and Funding function.

## Principal Responsibilities

1. To assist the Skills for Growth Assistant Manager with the funded projects;
2. To analyse, collate and produce quality data and documentation as required using the appropriate systems;
3. To be responsible for ensuring the quality of key aspects such as data and data systems for Projects;
4. Assist learners with applications and enrolment via in person or electronically.
5. To liaise with designated project leaders to ensure the timely and accurate completion of all funding claims;
6. To ensure effective communication of information and liaison with departments across the College as appropriate; including collaboration with College staff to raise awareness of funding opportunities to ensure maximum use of funds;
7. To research content for various reports as directed by the Assistant Manager Skills for Growth;
8. To deal with enquiries from internal and external clients as appropriate, acting as the College’s representative with appropriate external bodies to ensure that Funding opportunities are maximised for the Group;
9. To create, update and maintain records and ensure their quality as required, including internal and external audits:
10. To ensure we remain compliant with Welsh Government/UK Government guidance and keeping up with any guidance updates/amendments/audits.
11. To provide financial information on all projects as required, e.g. income forecasts;
12. To liaise with academic schools, functional units and regional partners in relation to compliance, data and processes;
13. To support College events (day and evening) as necessary, including arranging hospitality services as required.

**College Responsibilities**

1. To actively promote the Diversity agenda within the College;

2. To promote and ensure safe working practices in line with Health and Safety requirements;

3. To take an active part in all College quality systems;

4. To contribute to and represent the overall visions and values of the College;

5. To comply with all College Information Security (IS) policies and procedures, attend relevant awareness training and to apply information security principles when dealing with staff and student information, in line with ISO standard 27001;

6. To comply with the General Data Protection Regulation (GDPR), Data Protection Act 2018 and any relevant statutory requirements when processing staff and student personal data or work related data, and in accordance with any guidance or Code of Practice issued by the College;

7. To adhere to all College policies and procedures;

8. To undertake professional development as required; and

9. To undertake other appropriate duties as required by the line manager.

It should be noted that this job description merely provides a resume of the main duties and responsibilities of the post and will be subject to periodic review in conjunction with your Line Manager and the Human Resources Director, which may lead to revisions in light of the operational requirements of the College.