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| Administrative Assistant  Job Reference: REQ004023  Service: Integrated Adult & Community Services  Section: Business Support & Transformation  Location: Agile working across Social Services sites  Salary: G02 £18,933 – £19,312 per annum  Hours and Basis: 37 hours per week, Permanent  Welsh Language Skills:  The ability to communicate in Welsh is desirable for this post.  Manager details for informal discussion regarding the post:  Heather Wheeler on 01492 575134; [heather.wheeler@conwy.gov.uk](mailto:heather.wheeler@conwy.gov.uk) or Rachel Williams 01492 575356 [rachel.williams3@conwy.gov.uk](mailto:rachel.williams3@conwy.gov.uk)  Conwy is committed to equality of opportunity and we welcome applications from all sections of our community. There is an option for disabled people to apply on different formats. Please contact the HR Team on 01492 576129 for further advice.  Candidates must complete our application form to be considered. CVs by themselves will not be accepted. If you have not received an interview invitation within three weeks of the closing date, you must assume that you have not been short listed for interview.  Conwy is committed to safeguarding. Qualifications and references will be verified. |

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| Are you organised & adaptable? A supportive team player? Used to working in a busy environment? Then we could have the job for you!  If you are interested in a career in business support and administration, this is an excellent and challenging opportunity for the right person to gain experience within Social Care support services working in a busy and dynamic team supporting Older People and Hospital Social Work & Community Support Teams.  Duties will include assisting and supporting the day-to-day administration for this area of the department.  Every day will be different - you will be meeting and greeting people, setting up meetings and arranging meeting rooms, managing calls and emails, taking minutes at meetings (full support & training will be provided to build confidence), dealing with office duties including inputting data, managing data systems, processing timesheets, preparing letters and much more.  We will provide you with training and support. To be considered for this role you will need to have a high level of integrity, personal resilience, be calm under pressure and pay close attention to detail.  In return, you will receive:   * An excellent working environment * Generous annual leave package. * Access to the Local Government Pension Scheme. * Generous staff benefits package * Opportunities for Training.   We actively encourage applicants with Welsh fluency and consideration will also be given to suitably qualified applicants who are willing to commit to improving their Welsh to the required standard within a specified period.  This is a great opportunity so, if you feel you have the right skills and experience please apply, we would really like to hear from you. |
| Conwy County Borough Council is committed to its Welsh Language Standards. We welcome applications in both Welsh and English and application forms received in either Language will not be treated less favourably than each other.  In promoting Equal Opportunities, Conwy welcomes applicants from all sections of the community. All Disabled applicants who meet the essential job requirements will be guaranteed an interview. The Council will provide appropriate additional work facilities for disabled applicants. |

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| Work life Balance  We promote and understand the importance of a positive and healthy work life balance. Employees working for us will benefit from 8 bank holidays per year and an attractive entitlement of;   * On appointment 25 days * After 5 years continuous service 30 days * After 10 years continuous service 32 days   Part-time employees have annual leave and bank holidays calculated on a pro rata basis.  We also consider a range of flexible working options including:   * Job sharing * Reduced hours and part time working * Term-time only contracts * Compressed hours * Flexi-time scheme * Family friendly & special leave policies   Local Government Pension Scheme  All employees are automatically opted into the Local Government Pension Scheme. More information can be found on:  <https://www.gwyneddpensionfund.org.uk/en/Prospective-Members/Reasons-For-Joining.aspx>  Health & Wellbeing  Your health & wellbeing is important to us and we are committed to promoting a culture where the health and wellbeing of employees is supported. You will benefit from:   * Occupational sick pay * Free access to round the clock Employee Assistance Program for advice and support * A comprehensive Attendance Management Policy to support and help individuals whilst at work, when sick and returning to work.   Conwy Rewards and Vectis Card  Conwy Rewards is a one stop shop for all of Conwy’s staff benefits including salary sacrifice cars from Tusker, Cycle to Work, cashback healthcare, long service awards, discounts plus much more.  You can save using online discounts, discounted gift vouchers, cashback and in store discounts with your Vectis Card. This includes high street shops, cinemas and restaurant discounts through to money of motoring, insurance, hotels and holidays. |