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| Administrative Assistant  Job Reference: REQ005281  Service: Translation  Section: Administrative Section  Location: Bodlondeb, Conwy  Salary: G03 £21,968 - £22,369  Hours and Basis: 37 hours a week Fixed Term until May 2024  Welsh Language Skills:  The ability to communicate in Welsh in order to speak to our customers and respond to their messages is essential for this post.  Manager details for informal discussion regarding the post:  [Nia Llwyd / Welsh Language and Translation Service Manager / 01492 576079/ nia.llwyd@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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| We are seeking to appoint an assistant to join the administrative team in the translation service, to cover a period of maternity leave. This is a 12 month post, until May 2024.  It’s possible to work either in Bodlondeb, Conwy, or from home a few days a week. There is flexibility in order to ensure a work-life balance.  The main duties of the role are dealing with translation requests and administrative enquiries over the phone and via e-mail.  You will have excellent administrative and communication skills. We are looking for an individual who can work accurately and quickly under pressure, who has excellent IT skills and who will be an effective member of the team. You will be working in a team consisting of translators and administrative officers.  The ability to speak and write in Welsh and English is essential in order to be able to deal with customers and process the translation requests that we receive. You will not be expected to translate documents as part of this post. |
| 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 26 days * After 5 years continuous service 31 days * After 10 years continuous service 33 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. |