

## Job Profile

<b>Job title</b>	Networks Administrator
<b>Reports to</b>	
<b>Department or team</b>	Networks
<b>Date created</b>	22 January 2010
<b>Ref No.</b>	IRC44511
<b>Grade/band</b>	Level 1 (AO) (£17,898 pa)
<b>Location</b>	Newcastle
<b>Purpose of this job</b>	Ensuring the smooth running of the Networks administration function supporting our teams and working environment in a co-ordinated, efficient manner

### Key Accountabilities

<b>Main duties and accountabilities involved in achieving your stated job purpose</b>	<b>Key activities, tasks and measures involved in delivering this duty/accountability...</b>
<b>Responsible for looking after all the basic, day-to-day administrative support</b>	<ul style="list-style-type: none"> <li>• Ensuring incoming/outgoing mail is sorted</li> <li>• Telephone queries are handled courteously</li> <li>• Writes letters and e-mails to customers</li> <li>• Ensure safe and secure storage of all paper-based and electronic files, systems, records, materials, equipment and stationary</li> <li>• Arranges meetings and supports events</li> </ul>
<b>Maintaining and updating databases</b>	<ul style="list-style-type: none"> <li>• Tracking and recording information, working with data, handling invoices, keeping simple accounts, and generally ensuring that office and team-based systems are accurate and up-to-date.</li> </ul>
<b>Support for the Team</b>	<ul style="list-style-type: none"> <li>• Builds knowledge of the team &amp; specialisation to develop practical skills that enables ability to be the first point of contact for contact</li> <li>• Decision making ability about how to respond or escalate correspondence.</li> </ul>

### Stakeholder management, communication and working relationships

<b>Internal and external stakeholders</b>
<ul style="list-style-type: none"> <li>• Network Team</li> <li>• Managers and staff of the business on a regular basis</li> </ul>

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## Person Specification

### Essential criteria for this role:

- Although no formal qualifications are required, good basic computing skills with the ability to produce document in Microsoft Word, Excel and PowerPoint are essential.
- Demonstrable organising ability  
Excellent communication and customer service skills
- Flexible in terms of working hours
- Polite and professional, with a desire to succeed
- Ability to work quickly and accurately with words and numbers
- Ability and experience to provide effective administrative support service to the Team
- Ability to book/organise meetings and provide support for events

### Desirable criteria for this role

- A genuine interest in the in the marine environment and a strong desire to make a difference to it through the contribution you can make.
- Knowledge of how marine and fisheries issues and activities are regulated
- Further educational studies and/or qualifications in a science, engineering, biology or marine related subject matter would be advantageous

### Competency profile for this role:

#### Core competencies

- Leading and influencing
- Making effective decisions
- Making things happen
- Navigating Change
- Collaboration

#### Role Specific Competencies

- Developing high performance
- Thinking with vision
- Delivering in partnership
- Delivering value for money