**Job Title**: Administrator

**Responsible to:** Care & Repair Senior Office Co-ordinator / Care & Repair Chief Officer.

**Purpose:** To assist the Care & Repair Chief Officer to provide a cost effective, responsive client focussed and quality Agency service to older and disabled people.

(Agency means the team providing Care and Repair advisory and technical services within a specific geographic or local authority area.

Clients of the Agency will be older and/or disabled and all Agency staff are required to deliver services in a sensitive supportive way which recognises individual choice).

**Main Duties:**

1. To advise the Care & Repair Senior Office Co-ordinator on all administrative matters.
2. To ensure that services are delivered in accordance with policy, procedure, and best value.
3. To collect, analyse and distribute statistical information on the performance of the Agency
4. Implement changes within the Agency when required whilst maintaining service levels.
5. To liaise with and maintain a professional working relationship with all relevant external agencies.
6. To ensure that Agency services are recorded accurately and in line with guidelines to enable the Agency to demonstrate annually agreed Key Performance Indicators.
7. To assist the Care & Repair Chief Officer to ensure that Agency services are delivered in accordance with annually agreed performance targets and in accordance with the budget approved by the Board.
8. To provide a complete administration service in line with office procedures. Including maintaining financial records and office supplies, general administration (e.g. typing, copying, filing, and minute-taking, answering the telephone and dealing with general enquiries.) data-entry and meeting visitors.
9. To receive enquiries from clients, contractors, consultants, and other organisations and record them in accordance with the Agency’s procedures.
10. To assist with the implementation and monitoring of Minor Adaptation schemes within budgets and Service Level Agreement requirements.
11. Any other relevant duties as determined by the Senior Office Co-ordinator or Chief Officer.

**Agreed by Chief Officer……….……........... Date Reviewed ………….….**

**Agreed by Post Holder......................................... Date Reviewed......................**