

Associates and Partners Administrator

Location: Canary Wharf
Reports to: Associates and Partners Manager
Grade: G

Job purpose

To provide effective and efficient administration to support the Associates and Partners (A&P) team.

Main accountabilities

1. Act as first point of contact for all team enquires through the A&P inbox.
2. Check invoices and process expenses in accordance with GPhC policies and raise purchase orders as required by the Manager.
3. Arrange team meetings and take notes as required.
4. Maintain up to date records in the A&P information database and personnel files. Keep website updated with details of current committee members and relevant Registers of Interest.
5. Administer online recruitment process via SmartSurvey and run Excel reporting. Assist candidates with the application processes; answer or refer questions and ensure the completion of all documentation as per the recruitment standards and processes. Provide support with assessment centres and interviews: setting up, candidate testing, liaising with candidates and panel members and helping to ensure the smooth running of appointments.
6. Carry out reference and Disclosure and Barring Service (DBS) checks and draft and merge appointment letters and contracts.
7. Assist with the administration of Associate and Partner inductions and training.
8. Lead on production and distribution of online feedback reports and resolve technical problems.
9. Ensure the A&P team calendar is up to date.
10. Order stationery as required by the team.

The above is not exclusive or exhaustive and may alter depending on the needs of the GPhC.

Knowledge and skills for this job

	Essential	Desirable
Competent user of Windows, including Word, Excel, PowerPoint and Outlook	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Strong working knowledge of maintaining spreadsheets and databases, running reports from them and troubleshooting problems	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ability to maintain accuracy and close attention to detail even when dealing with routine tasks	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Understanding of the importance of confidentiality within the role and ability to maintain such confidentiality at all times.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Self-organised and methodical but able to work to tight timetables and juggle competing priorities	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Excellent written and oral communication skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ability to deal pleasantly, confidently and diplomatically with contacts of all levels	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Administrative experience within an HR environment	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Terms and conditions

Salary: The salary for this role is £23,370 – £25,500. Salaries are usually reviewed in June. If you start after 1 March, your salary will first be reviewed in June of the following year.

Hours: 35 hours per week, from 09:00 to 17:00, Monday to Friday.

Holiday entitlement: 30 days per annum plus all Bank Holidays