

## **EXPRESSIONS OF INTEREST**

Vote Office Administrative Assistant  
Chamber and Committee Services

Section A: Vacancy Summary

**Band:** D1

**Number of posts:** 1

**Duration:** until mid-January 2019

**Job title:** Vote Office Administrative Assistant

**Reports to:** Assistant Deliverer of the Vote (Administration)

**Team:** Chamber and Committees Team

### **Purpose of the job**

The post holder will be responsible for providing administrative support in the Vote Office, which co-ordinates the House's printing and publishing requirements.

### **Description of duties**

Deal with ad-hoc enquiries / both face to face and on the telephone whilst maintaining a high level of customer service and upholding the principles of equality, diversity and inclusion at all times

Use Microsoft products on a daily basis – Outlook, Excel, Word, Sharepoint, OneNote

Book taxis for staff working the night shift, ensure reference numbers are passed on in a timely fashion, and invoices are correct.

Arrange weekly meetings, distribute papers, and take minutes.

Use HAIS to accurately monitor expenditure against the Purchase Orders for which you have responsibility (Banner, Williams Lea, Precision Print, Maestro, Cabfind and CEVA). Liaise with the suppliers to resolve issues.

Produce the Vote Office (VO) sick returns to meet the required deadlines and manage the leave database (this is sensitive personal information)

Count the procedural documents produced the previous evening and assist with monthly document checks

Responsible for checking invoices for publications ensuring that all documents have been received and details regarding quantities and page contents are correct. Request credits for errors.

Maintain spreadsheet of outstanding credits and hasten suppliers to ensure all credits are received within the correct financial year.

Maintain up-to-date Vote Office contact information including e-mail, telephone and distribution lists

General office duties including diary, telephone, e-mail, general document management, producing address labels, complying with Records Management guidelines

Liaise with Parliamentary Estates Directorate regarding maintenance, accommodation problems, deliveries and collection of security shredding sacks

Prioritise workload, multi-tasking (conflicting priorities)

Work flexibly as part of a small team and keep colleagues updated with work related issues. Assist with Print Procurement and Print Services Administration as required and also cover absences of colleagues.

## **Eligibility**

Applications are invited from staff across the House who have been recruited directly by the House of Commons or Parliamentary Digital Service through fair and open competition and have successfully completed their probation.

You should also confirm that your line manager is content with your application before proceeding.

## **Application and selection process**

If you wish to apply, you should submit a short application form setting out why you are interested in the role, and why you are the right person to support the Vote Office.

Your application should be submitted through the recruitment portal:

<https://housesofparliament.tal.net/vx/lang-en-GB/mobile-0/appcentre-11/candidate>

All applications will be assessed against the criteria for the post, as set out in section '**Knowledge, Skills and Experience required**'.

Selection process may involve informal interviews for those shortlisted at the application stage.

Date of issue: 17/10/2018

Closing date: **31/10/2018 at 23:55**

### **Knowledge, Skills and Experience required**

Good administrative skills with experience of administrative processes and procedures within a busy team; a can-do attitude with a willingness to learn, explore and develop new skills
Work effectively within a team; support colleagues to ensure successful outputs.
Provides excellent customer service to colleagues and external contacts (both in person and on the telephone), responding positively to changing requirements, ensuring nothing is overlooked.
Effective organisational skills; able to prioritise own workload and deliver to deadlines, prioritising and remaining calm under pressure.
Relevant administrative experience including the use of MS Office software (Word, Excel, Outlook) and The House Management and Information System (HAIS)

### **Additional information regarding the post**

Consideration will be given to candidates who wish to work part-time or as part of a job share; the role would suit many types of flexible working. If you are selected for interview, please state the days/hours you are available to work.

The hours of attendance for this post are 36 hours per week.