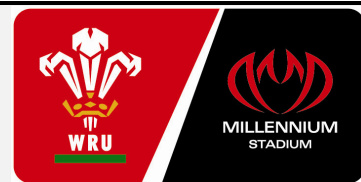


Job Description

Group Office Administrator



JOB DESCRIPTION	
Job Title	Group Office Administrator
Salary	Band 6 (£15,887 – £18,961)
Location	Millennium Stadium, Cardiff
Hours of work	Monday to Friday 8.30am – 4.30pm Additional working hours may be required including evenings and event days.
Responsible to	Group Executive Assistant
Responsible for	N/A
Contractual Status	Permanent, Full Time (subject to 6 month probationary period)
Role Summary	<p>The Group Office Administrator will be required to support the Group Executive Assistant to provide a confidential, professional administrative support to Executive Board.</p> <p>The Group Office Administrator will help ensure that the Millennium Stadium offices and service areas are maintained to high standard.</p> <p>The Group Office Administrator will provide cover for Reception as required.</p>
Key Relationships	<ul style="list-style-type: none"> • Group Chief Executive (GCEO) • Chairman • President • WRU Executive Board • Facilities Manager • Maintenance and Cleaning Manager
Key Responsibilities, Tasks and Activities	<ul style="list-style-type: none"> • Provide a confidential secretarial service to the Executive Board and/or members of the senior management team across the Group as directed by the Group Executive Assistant. • Provide full administrative duties as required including; booking rooms, producing agendas, taking and transcribing confidential minutes of meetings, circulating appropriate papers and logging /updating action points accordingly. • Manage incoming emails, calendars, post, expenses, purchase orders and telephone calls for allocated members of the Executive Board as required. • Compose letters, draft documents and carry out typing duties as required. • In conjunction with the Group Receptionist ensure that all internal and external post is franked where required, and distributed as appropriate on behalf of all employees based at the Millennium Stadium. • Support the Group Executive Assistant with any customer complaints received and liaise with the relevant department to ensure that a

JOB DESCRIPTION	
	<p>professional response is provided and logged accordingly.</p> <ul style="list-style-type: none"> • Ensure that the support areas of the Millennium Stadium Offices are kept clean, tidy and fully operational at all times, including the kitchen, stationary room and meeting rooms. • Support the Group Executive Assistant with any facilities management or health and safety tasks as required. • Liaise with suppliers to support office management tasks and duties, e.g. Biffa, Stationery and business cards. • Provide Reception cover from 8.30am to 9.00am and lunch cover from 1.00pm to 2.00pm Monday to Friday (times may vary). In addition provide Reception cover when necessary to cover periods of leave and busy periods, for example leading up to and or including event days. • Ensure that the entry points at Gate 3 are open and locked appropriately at the start and end of the working day as appropriate. • Deputise for the Group Executive Assistant as required. • Carry out any other general administration and assistant duties as required by the Group Executive Assistant.
Continued Professional Development	The WRU are committed to providing CPD for the successful candidate. We expect the successful candidate to undertake available training courses and research to enhance personal knowledge, skills and experience.

PERSON SPECIFICATION	
Experience	<ul style="list-style-type: none"> • A minimum of 2 years proven experience in a similar role/function within a professional organisation. • Proven experience of providing high quality administration support within a professional organisation and liaising with senior management. • Ability to demonstrate a high level of confidentiality and discretion at all times. • Proven experience in diary and email management for senior personnel within an organisation. • A working knowledge of health and safety practices within an office environment would be advantageous. • Reception experience would be advantageous, including managing a switch board and meeting and greeting visitors. • Strong interpersonal skills and relationship management.
Skills & Qualifications	<ul style="list-style-type: none"> • A minimum of 5 GCSEs or equivalent including Maths and English • Recognised Word processing qualification (to include typing speed of 40 w.p.m.) is desirable. • Shorthand would be an advantage.. • Excellent IT Skills, specifically Microsoft Word, Excel, PowerPoint and Outlook. • Ability to work on own initiative. • Excellent written and verbal communication skills are essential. • Ability to speak Welsh would be advantageous.
Key Competencies	<ul style="list-style-type: none"> • Team work and personal impact. • Self motivation.

PERSON SPECIFICATION	
	<ul style="list-style-type: none"> • Planning and control. • Attention to detail. • Communication and influencing
Other	<ul style="list-style-type: none"> • An understanding of individual responsibility in complying with the Health and Safety policies and arrangements.

Acknowledgement		
Employee Signature:	Name:	Date:
Line Manager Signature:	Name:	Date:

The job description is subject to change pending review by the role holder and their line manager.