

JOB DESCRIPTION

This written statement describes the general responsibilities and duties of the stated UKPHR paid position.

Post title: ADMINISTRATOR

Responsible to: EXECUTIVE DIRECTOR

Commencement date:

Date last updated:

UKPHR purpose:

UKPHR is the regulator for multi-disciplinary public health. It is established as the regulatory body for individuals working in the public health workforce and is currently for public health specialists and practitioners.

Job purpose:

To administer UKPHR's office and day-to-day operations, including in particular registration and renewals operations, reporting to the Executive Director as line manager; to support the Board, Executive Director and UKPHR paid staff and volunteer workforce in managing UKPHR's business in pursuance of UKPHR's purpose; and to assist in carrying out the strategy and business plans from time to time set by the Board for meeting its objectives.

Work conditions:

The Administrator is required to work in offices provided by the Board for the purpose and keep the workplace safe and compliant with health, safety and welfare at work legislation.

The Administrator may be required to travel within the UK on UKPHR business.

The Administrator may work at home in accordance with conditions set by the Board and/or Executive Director.

The Administrator's work location may be changed from time to time by the Board in which event the Administrator may be required to work in a different location.

Duties and responsibilities:

The Administrator will:

- Have day-to-day responsibility for managing registration and renewals and generally maintain registration records and respond to enquiries about all aspects of registration
- Be responsible, subject to the Executive Director's supervision, for receipts, payments and prompt banking of cheques and cash received and maintaining financial records as determined by the Board and the Executive Director
- Enter and store data, process text and prepare and format reports and documents using a range of IT applications
- Manage portfolios including receipt, checking, secure and confidential storage, delivery to assessors and collection from assessors and return to owners
- Maintain accurate, confidential and efficient filing and record systems
- Maintain stock control including by ordering supplies for the office in timely fashion
- Apply UKPHR's standard operation procedures including in relation to services for applicants for registration and registrants
- Assist the Executive Director in ensuring that office procedures are fit for purpose including those relating to budgeting, receipts and expenditure, monitoring, analysing and financial reporting
- Manage budgets and finances in accordance with UKPHR's Standing Orders and directions issued by the Executive Director from time to time
- Assist the Executive Director in ensuring relevant office policies and procedures are observed, especially legal requirements (e.g. health, safety and welfare at work).
- Support the Executive Director in ensuring that UKPHR meets all legal requirements for example in respect of data protection, insurance and Companies House returns
- Participate in UKPHR's continuing professional development of employees
- Engage with public health partners and stakeholders in accordance with UKPHR policy
- Report relevant activity and news to the Executive Director
- Carry out the work with due diligence, maintaining own and others' dignity and respect, upholding UKPHR's standards and values and promoting a positive image of UKPHR.

Resources:

Resources available to the Administrator to assist in meeting these requirements include the support of the Executive Director and other managers and staff, relevant IT systems and appropriate budgets.

Resources which the Administrator will manage and maintain as valuable and effective assets include the IT systems, UKPHR's finances and the body of information and knowledge UKPHR has accrued over time and any additional administrative staff UKPHR may recruit in the future.

Future change:

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.

Special Features:

The job holder may be required from time to time to work away from home and to work outside normal office hours to attend meetings or meet deadlines

Signature of Manager:		Date:	
Signature of Job Holder:		Date:	

UKPHR is an equal opportunities employer