

**SCOTTISH ENVIRONMENT PROTECTION AGENCY  
JOB SUMMARY**

**A JOB IDENTIFICATION**

<b>JOB TITLE</b>	<b>Office Assistant – Modern Apprenticeship</b>
<b>SALARY</b>	<b>£14,407</b>
<b>REPORTS TO</b>	<b>Senior Administration Officer</b>
<b>DIRECTORATE</b>	<b>Operations</b>
<b>UNIT OR TEAM</b>	<b>Administration</b>
<b>LOCATION(S)</b>	<b>Dingwall</b>
<b>POST NUMBER</b>	<b>OP</b>
<b>STATUS</b>	<p><b>Fixed Term full time for 12 months.</b></p> <p>In order to achieve this Modern Apprenticeship it is expected that the successful candidate will complete the following course units: Communication, IT, Working with Others, Numeracy and Problem Solving, therefore there may be a requirement to attend Inverness College on a day or block release.</p> <p>The successful candidate will be asked to provide a Basic Disclosure Scotland Certificate and undergo a number of pre-employment checks.</p> <p>For further information on Disclosure Scotland Scheme please visit <a href="http://www.disclosurescotland.co.uk">www.disclosurescotland.co.uk</a></p>

**B. MAIN PURPOSE OF THE JOB**

**Providing a high quality, effective and efficient support service in accordance with SEPA Systems and Procedures.**

**C. KEY AREAS OF RESPONSIBILITY**

<b>Key Areas of Responsibility</b>	<b>Time (%)</b>
<ul style="list-style-type: none"> <li>• To assist with the production of documents and other correspondence.</li> <li>• To open, distribute and log incoming mail and to log and despatch outgoing mail via the postal service and couriers. To frank outgoing mail and maintain credit for the franking machine.</li> </ul>	

<ul style="list-style-type: none"> <li>• To process requests for hospitality, stationery and operate a stock ordering and control system replenishing stock as required.</li> <li>• To book/cancel meeting rooms and pool vehicles as requested and be responsible for hospitality.</li> <li>• To assist with the input, maintenance and interrogation of record systems both manual and electronic.</li> <li>• To maintain a catering facility for meetings and training events, including liaising between suppliers and SEPA staff.</li> <li>• Ensure utility area is kept clean and tidy at all times and crockery is washed.</li> <li>• To deal with queries from internal and external customers.</li> <li>• To carry out any other reasonable duties as required including providing cover where appropriate.</li> </ul>	
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**Who should apply for this role?**

Prospective candidates must have at least 5 standards (Level 1 - 3) OR 5 National Level 5 grades; both qualifications must include Maths and English. Additionally we are looking for someone who can display the following behaviours:

- A genuine interest in developing skills in an administrative role;
- Clear communicator;
- Displays a positive “can do” attitude;
- Pays good attention to detail and has a thorough and structure approach to completing tasks;
- Good interpersonal and customer service skills
- Has the ability to work effectively with people across a wide range of levels and responsibilities;
- Good team working skills;
- Good keyboard skills;
- Good numeracy and problem solving skills ; and
- Understands the importance of maintaining confidentiality.

**Your training will be:**

12 months long and it is expected that the candidate will have achieved Business Level 3 SVQ in Business & Administration.