

# Job description



South  
Cambridgeshire  
District Council

<b>Department:</b> Housing	<b>Location:</b> South Cambridgeshire Hall, Cambourne
<b>Job title:</b> Business Administration Apprentice – Housing Admin Assistant	<b>Post number:</b> H2.14T Fixed term 2 years
<b>Grade:</b> 1	<b>SCP range:</b> SCP G – SCP 2
<b>Responsible to:</b> Data Quality and Service Improvement Team Leader	<b>Responsible for:</b>
<b>Health Considerations/ Risk/ Surveillance Required:</b> <i>VDU Habitual User</i>	

## Description of duties and responsibilities

### Key result areas / overview

The Affordable Homes Directorate includes the following sections: housing services – property and tenancy management, including supported housing; housing advice and options and housing strategic services.

### Key contacts / communication links

#### Internal

Housing Services Team  
Housing Options Team  
Housing Strategy & Development Team  
Sheltered Housing Team/Leaders Officers  
Property Services Team  
Other internal Departments

## External

Tenants and Residents



## Key responsibilities / specific duties

To provide general administrative support for the Housing Strategic Team, including:

- Opening/distribution of Incoming mail and processing of outgoing mail
- Scanning mail and documents onto document management system - Information@work
- Data inputting of tenant profile information onto Housing Management System - Orchard
- Support officers with the invoicing process as appropriate, ensuring prompt payments to contractors via the Financial Management System - T1
- Assisting in performance management surveys
- Assisting the Housing Strategic Support Officer with general administration
- Assisting with other general administration as required

## General to all job descriptions

To comply with the Council's Equal Opportunities policy, Code of Conduct and other relevant policy, procedures and legislation.

To comply with / ensure compliance with the Council Data Protection Policies and the Data Protection Act and other relevant legislation.

This post carries specific responsibilities for Health and Safety in particular the carrying out/updating of Risk Assessments.

South Cambridgeshire District Council's Safety Policy and other safety procedures and guidelines are deemed part of this job description. Employees must look after their own health, safety and welfare and be mindful of other persons who may be affected by their acts. Employees must co-operate and comply with management instructions regarding Health and Safety issues and report all accidents, incidents and problems as soon as practicable to their supervisor, manager or other senior members of staff available.

The responsibilities outlined above cannot totally encompass or define all tasks that may be required of the post-holder. The outline of responsibilities given above may, therefore, vary from time to time without materially changing either the character or level of responsibility or grade.



Job Description Last Reviewed: February 2022