

JOB DESCRIPTION



Title: Team Administrator

Full Time

Reports to: Head of Finance

Responsible for: N/A

Office location: Agilysis Limited Offices, Banbury

Job Purpose

To support the Directors and Executive Team in the organisation and management of Agilysis Limited and associated company Road Safety Analysis Ltd (RSA).

Key Responsibilities

- Facilitate implementation of decisions from Executive Team and Management Team meetings
- Support members of the Executive Team in managing communication and productivity tools including Microsoft *Outlook* and *Teams*, *Trello* and *TimeTac*
- Undertake routine reviews of HR policy and regulation providing updates to the Executive Team
- Assist and report on certification systems, maintenance and compliance
- Booking and administration for external meetings and events such as workshops and conferences
- Provide a central resource for company travel and accommodation arrangements
- Organise office upkeep and maintenance, including equipment, servicing visits and landlord liaison
- Receive visitors and arrange refreshments for meetings
- Maintain and replenish general office consumables
- Dispatches and returns of mail and goods delivered and received

Scope and Scale

The role will cover many aspects of the RSA and Agilysis business and is not limited to any individual project or division. The post holder will communicate effectively with teams to manage a variety of demands and deadlines and may occasionally be required to travel.

Performance Expectations

The post-holder will be appraised by the Head of Finance and will be responsible for ensuring regular tasks are undertaken to support our growing infrastructure. The nature of the post also demands a high level of confidentiality.

Approval & Review

Signed:

Date:

Post approved by:

This job description is due for review on:

Job Description

Agilysis Limited

A company registered in England

Company registration number: 10548841

VAT registration number: 260 4741 19

Directors: D Campsall, R Owen, B Walton

Registered Office: 27 Horse Fair, Banbury, OX16 0AE

Title: Team Administrator

Business Competencies

| | Degree of Competence | | |
|---------------------------|----------------------|-----------|-----------|
| | Lead | Influence | Implement |
| Communication | | | |
| Strategy and planning | | | |
| Commercial awareness | | | |
| Service provision | | | |
| Leadership and initiative | | | |

Management Competencies

| | Degree of Competence | | |
|----------------|----------------------|-----------|-----------|
| | Lead | Influence | Implement |
| Organisation | | | |
| Projects | | | |
| Finance | | | |
| People | | | |
| Administration | | | |

Technical Competencies

| | Degree of Competence | | |
|--|----------------------|-------------|--------------|
| | Substantial | Significant | Satisfactory |
| IT literacy | | | |
| Communication with internal teams, clients and suppliers | | | |

Education, Training & Qualifications

| | Essential | Preferable | Desirable |
|--|-----------|------------|-----------|
| Educated to A-Level or equivalent | | | |
| English language skills, both written and verbal | | | |
| Business or similar degree | | | |
| Relevant professional qualifications | | | |
| Certified training on relevant systems | | | |

Other Requirements

| | Essential | Preferable | Desirable |
|--------------------------------|-----------|------------|-----------|
| Willing to work variable hours | | | |

Approval & Review

Signed:

Date:

Profile approved by:

This person profile is due for review on:

Person Profile

Agilysis Limited

A company registered in England

Company registration number: 10548841

VAT registration number: 260 4741 19

Directors: D Campsall, R Owen, B Walton

Registered Office: 27 Horse Fair, Banbury, OX16 0AE