JOB DESCRIPTION

Job Title	Estates Administrator
Reports to	Estates and Facilities Manager
Reporting staff	None

Job Purpose

To provide general administrative support to the Estates Team, ensuring that the property portfolio is accurately maintained and kept up to date. This also includes managing and maintaining the Estates Team's SharePoint site and overseeing the Estates Outlook inbox.

Generic Responsibilities/Job Family

Technical

- To provide specific support to a Service department or function which may include maintenance of records, distribution of information, participating in events or co-ordinating application/assessment processes.
- To act as a point of contact for the function and provide appropriate advice. Guidance and/or support.
- To ensure effective systems are in place and provide advice to senior managers regarding system development and review.

Specific Responsibilities	
1	Establish and maintain effective systems and procedures for supporting the facilities management programmes.
2	Undertake administrative support duties specific to the Estates Team - updating spreadsheets, maintenance of property databases, handling telephone calls, manage the Estates Outlook inbox
3	Point of contact for Estates Team; liaising between contractors and operational staff / fire stations.
4	Day to day management of financial administration function, including processing of orders and payments.
5	Undertake individual project work, including research and development under guidance and the monitoring of project progression.
6	Manage the collection of statistical data and management information as required, ensuring quality and accuracy of data for reporting and compliance purposes.
7	Maintain electronic property records and filling systems and responsible for maintaining currency of information on Connect and SharePoint (Office 365)
8	Cover for other team members when required across all aspects of the team including access control to ensure the security of Service properties.
9	Manage requests for ID cards and tally cards for our Corporate and Operational staff.
10	Support the Estates and Facilities Manager with booking, arranging and minute taking of team meetings