

## PJ02 - Job Description - Administrator

### Job Description – Administrator (Form) (page 1)

<b>Employee name:</b>		<b>Issue date:</b>	
<b>Job Title:</b>	Administrator		
<b>Reports to:</b>	Registered Manager		
<b>Main function of the job:</b>			
(Note: In addition to these functions employees are required to carry out such duties as may reasonably be required). To maintain administrative and financial skills at a current level, and undertake such training and development as may from time-to-time be required to maintain that currency of practice. To provide administrative and financial services in accordance with current best practice. To supervise the administrative and financial services within in accordance with agreed standards, legislative requirements, relevant regulations, and in line with accepted best practice, and within the financial plans agreed from time-to-time.			
<b>Location:</b>	LIM Independent Living and Community Care Services Ltd., but you may be relocated within the UK at the discretion of the company with 4 weeks' notice.		
<b>Main Duties (not in any order of priority):</b>	<b>Management of the organisation:</b>		
	1. Develop effective working relationships with the other employees within .		
	2. Support an open, positive and inclusive management culture.		
	3. Participate in the development of 's policies.		
	4. Participate in the evaluation of against agreed organisational goals, business, and quality objectives.		
	5. Work to establish effective employer-employee relationships.		
	6. Minimise legal risks.		
	7. Participate in the maintenance of 's management information systems.		
	8. Assist in the formulation and implementation of administrative and financial policies and procedures.		
	9. Assist the implementation and maintenance of the standards required by legislation related to the registration of .		
	10. Act within 's budget based on 's objectives and within the projected revenue.		
	11. Work in a cost-effective manner.		
	12. Be involved in the implementation and maintenance of 's quality assurance programme.		
	13. Assist in the design and administration of an evaluation of the administrative and financial service provision.		
	14. Systematically solve day-to-day problematical issues which arise.		

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### Job Description – Administrator (Form) (page 2)

<b>Main Duties (not in any order of priority):</b>	<b>Management of Administration Services:</b>
	1. Assist the development of the philosophy, goals and objectives for the administrative and financial practice.
	2. Assist the assessment of the effectiveness of administrative and financial implementation and delivery.
	3. Implement action to meet and maintain administrative and financial standards.
	4. Ensure that Service Users' rights are protected.
	5. Encourage a model of self-care and Service User rehabilitation.
	6. Evaluate standards of administrative and financial competence.
	<b>Professional Long Term Administration Leadership:</b>
	1. Seek opportunities for personal and professional growth.
	2. Promote a positive image for residency and employment within .
	<b>Management of the Human Resources:</b>
	1. Cooperate with the implementation, evaluation, orientation and induction of all new employees.
	2. Assist individual staff to develop in their role and level of compliance with agreed standards.
	3. Support the implementation of 's policies and procedures.
	4. Support the effective resolution of team conflicts.
	5. Support a work atmosphere which promotes a high quality of work life.
6. Support and maintain a culture of performance and excellence.	
<b>Working hours:</b>	
<b>Qualifications required:</b>	

### Key Lines of Enquiry Table

Key Line of Enquiry (KLOE)	Supporting
S5 - How well are people protected by the prevention and control of infection?	✓
W2 - Does the governance framework ensure that responsibilities are clear and that quality performance, risks and regulatory requirements are understood and managed?	✓

**Note: All QCS Policies are reviewed annually, more frequently, or as necessary.**