

29 May 2014

A new Administrator post

UK Public Health Register (UKPHR) is recruiting an Administrator.

Someone who will help maintain the organisation's role as an effective regulator of public health professionals, drive forward the development of the register and contribute to the organisation's continuous development in its new office location in Birmingham City Centre.

The post-holder will report to, and be accountable to, the Executive Director who will be the post-holder's line manager. The post-holder will support the Executive Director in achieving the organisation's business objectives.

The Administrator will take responsibility for all quality assurance work carried out by UKPHR (examples include surveys, questionnaires, sampling, auditing and interviews); contribute to the development of UKPHR's policies, practices and procedures and maintain accurate, confidential and efficient filing and record systems

This post-holder will have experience in office administration and involvement in business management; demonstrate an ability to manage work under time pressure; be able to prioritise effectively and keep self on task and communicate effectively with a broad range of audiences by a wide range of media.

Essential requirements include

- Has acquired skills and competence in an office environment related to management of files and finances
- Has had recent experience of supporting or reporting directly to decision-makers in an organisation or of personally being in charge of decision-making
- Has had recent experience of managing resources including service providers
- Possesses IT skills relevant to the post, for example excel spreadsheets

For a full Job Specification and Job Description, email register@cieh.org

The starting salary for this post is £20K+ gross per year.

To apply, please send an application letter and a CV to Professor Bryan Stoten, Chair, at Chadwick Court, 15, Hatfields, London SE1 8DJ or email bryanstoten@btinternet.com

Closing date for applications is Friday 20th June

Interviews will be held week commencing 30th June.

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