

Job Details			
Job Title:	Team Organiser		
Function:	Regions		
Job Reports To:	Various		
Location:	Various		
Job Number:			
Family:	Secretarial	Level:	2 Band: 6
<small>(Full details on Family, Level and Band can be obtained from Human Resources)</small>			
Job Purpose			
To support a senior executive or a complex team, and provide an efficient and effective general administrative and secretarial support service. Provide technical input interface with maintaining relevant records.			
Safety Details			
1. This job MANAGES EMPLOYEES <i>(review and undertake the management accountabilities identified in the Managers' Handbook)</i>	YES	<input type="checkbox"/>	NO <input checked="" type="checkbox"/>
2. This is a KEY SAFETY POST <i>(Section 4.1.2 of the Health & Safety Management System)</i>	YES	<input type="checkbox"/>	NO <input checked="" type="checkbox"/>
3. This job requires SECURITY CLEARANCE <i>(e.g. Running of Special Trains)</i>	YES	<input type="checkbox"/>	NO <input checked="" type="checkbox"/>
4. This is a SAFETY CRITICAL WORK POST <i>(Section 4.1.3 of the Health & Safety Management System)</i>	YES	<input type="checkbox"/>	NO <input checked="" type="checkbox"/>
5. The job holder is required to hold a relevant TRACK SAFETY competence <i>(refer to the Job Description guidelines for detailed information on TRACK SAFETY competences)</i>	YES	<input type="checkbox"/>	NO <input checked="" type="checkbox"/>
Key Accountabilities			
<ol style="list-style-type: none"> Undertake general office administration duties including control of all mail, co-ordinating diaries, processing and maintaining personnel records including vulnerable assets such as mobile telephones; make necessary returns. Arrange travel, hotels and vehicles, and order and control Personal Protective Equipment (PPE) for the team. Organise meetings and the production, collation and dissemination of documentation for and resulting from them. Take minutes when required and follow up actions from the meeting. Provide a consistent telephone presence on behalf of the team delivering excellent customer service levels. Provide communications to the team, including sending messages as required. Maintain an efficient filing system paying particular attention to records of standing meetings, statutory records and authorisations. Utilise financial and procurement systems and act as Local Purchasing Agent (where directed) by ordering stationery and other office consumables as required. Report team problems e.g. IT and office facilities and monitor response. Undertake administrative tasks as directed including technical literature searches for the team. Undertake the role in a way that is consistent with, and reinforces, Network Rail's values. 			
Job Skills, Experience and Qualifications			
<u>Essential</u>			
<ul style="list-style-type: none"> Ability to multi task Experience in appropriate IT packages Good time manager 			

- Strong organisation skills
- Good communication skills (verbal and written) including excellent telephone manner
- Experience of working with a team.

Desirable

- Sound railway background and knowledge of railway geography
- Recognised qualification in keyboard associated skills and office management techniques
- Knowledge and experience of records management

Job Description Briefing

Date Job Description issued to, discussed with and understood by Post Holder -----

Name of Post Holder: ----- Signature: -----
 (I confirm I have been briefed on the requirements of this Job Description and other related documents)

Name of immediate superior: ----- Signature: -----
 (I confirm I have briefed the Post Holder on the requirements of this Job Description and other related documents)

Nominated Deputies

If this is a KEY SAFETY POST (2 in Safety Details above is YES) at least one nominated deputy must be identified. The Job Holder is responsible for copying and briefing the Nominated Deputy(ies) on this Job Description.

Name of Nominated Deputy: ----- Signature: ----- Date: -----

(As the Nominated Deputy for this post, I confirm I have been briefed on the requirements of this Job)

If there are more nominated deputies, they should sign further copies of this Job Description.

Amended by: _____ **Dated:** _____ **Version:** _____