**Job Title:** IT & Estates Officer

**Employer:** Citizens Advice Sandwell & Walsall Ltd

**Scale:** £22,000

**Hours:** 37 hrs per week

**Line Manager:** Finance Manager

**Main Job Purpose**

To provide central administration, IT support & Health & Safety functions across the organisation.

**Main Tasks and Responsibilities**

1. **Facilities & Estates Management**
   1. Monitor and review health and safety risk assessments undertaken by Managers of localities, outreach sites and projects. Ensure policy and legal compliance
   2. Maintain and order stationery / consumables/cleaning supplies in line with budget allocation

* 1. Make payments from and reconcilethe central Monzo bank account
  2. Oversee tenancy services, including room bookings & other chargeable services
  3. To supervise & monitor the security & maintenance of all company sites

1. **Company IT Management**
   1. Maintenance of company Asset Register
   2. To provide initial IT support, administration & help across the organisation to ensure staff and volunteers are equipped to carry out their roles and the organisation complies with its Health & Safety obligations
   3. Source, configure & maintain IT needs for all staff
   4. Collection of all IT assets & resources from leaving staff (and ensure in good working order)
   5. Setup & maintenance of staff email accounts
   6. Oversee & maintain company telecommunications services
2. **Other Duties and responsibilities**
   1. Provide line management the cleaning staff, complying with all policies in relation to the line management of staff
   2. Deliver Staff training on administrative functions as required
   3. Be a key holder for District office and responsible for opening /locking up as required
   4. Be responsible for identifying your own training needs and attend courses as agreed with your line manager
   5. Comply with the Policies and Procedures detailed in the Staff Handbook
   6. Abide by health and safety guidelines and share responsibility for own safety and that of colleagues
   7. Set up & Maintain company shared schedules (e.g. IT register, Attendance Schedule, etc.)
   8. Support the organisation’s sustainability programme
   9. Support the organisation’s energy efficiency programme
   10. Ensure that work undertaken reflects and supports the Citizens Advice service’s equality and diversity strategy
   11. Preparation of a monthly report to CEO on compliance of Health & Safety requirements; reporting any exceptions and detailing actions taken
   12. Other such duties as may be required from time to time by line manager, which are consistent with the Job Purpose