JOB SPECIFICATION

Job Title: IT Administration Assistant

Responsible to: Head of Technology

Salary: TBC

Tenure: 2 year fixed term contract

Hours: Full time (37.5 hours per week)

Location: London

Purpose of job

To work with the party's Technology team to ensure that we are helping to keep the organisation running smoothly and that the party's technology assets and budgets are being well managed.

You will be the in-person contact for IT issues and device management in our London office and as such must be able to be present in our London office 2-3 days per week.

Key Responsibilities

1. Manage our IT Onboarding and Leaver processes to ensure that staff have the resources they need to do their jobs and that IT is returned to the party at the end of employment.
2. Assist with the management of the IT and Technology budgets by handling the administration of the spending approval process (completing purchase orders, updating our contracts register etc)
3. Assist with administrative tasks required to keep Salesforce up to date.
4. Assist with IT administration tasks to support colleagues and enable them to do their job effectively.
5. Providing additional customer support on IT for colleagues during peak periods.

PERSON SPECIFICATION

We are looking for a motivated individual who can work independently and proactively without supervision. You must be highly organised and possess excellent communication skills.

Essential Skills and Experience

- Ability to work independently
- Excellent attention to detail and organisational skills
- Excellent communication skills
- High level of skill with Excel, including familiarity with pivot tables and complex functions like VLOOKUP.
- Good with technology
- Sympathy with the aims and values of the Liberal Democrats.

GDPR

- Take responsibility for understanding and complying with the Liberal Democrat's approach to data protection by completing regular Data Protection and UK GDPR training and adhering to policies and guidance which improve knowledge and promote best practice.

Information Asset Owners (IAOs), Directors and Heads of teams

- Take responsibility for understanding and complying with the Liberal Democrat's approach to data protection by completing regular Data Protection and UK GDPR training and adhering to policies and guidance which improve knowledge and promote best practice.
- Responsible for specific information assets and assessing and mitigating risks to information within the area you manage. This involves ensuring the security, accuracy and integrity of the data held on the systems you manage and for mitigating any potential risks.
- Raise awareness of data protection issues and ensure staff are aware of their responsibilities towards the information they use.

Please note: We will not be able to employ you if you are not eligible to work in the UK. We will not be able to obtain a work permit on your behalf.

The Party believes it is essential to foster equity, equality, diversion and inclusion within our workforce. We want our employees to thrive in an environment where everyone is welcome and supported to achieve their potential. It is important to celebrate what makes us unique and that you feel valued, appreciated and free to be who you are.