

ASCB JOB DESCRIPTION

Title: Chief Clerk HQ ASCB

Reports to: DCOS HQ ASCB

Location: HQ Army Sport Control Board, Fox Lines, Aldershot GU11 2LB

Job Purpose Summary:

The Chief Clerk is responsible for the day to day management of the hub of HQ Army Sport Control Board (HQ ASCB) and, in particular, the central Main Office. This includes meeting the daily needs of the ASCB staff in Fox Lines, managing and maintaining the central filing system, mail distribution and receipt, IT requirements, office facilities and distribution and contact lists. Additional tasks include responsibility for HQ ASCB IT and Communications, Information Management and Control, the co-ordination of business between the ASCB and Army Sports Associations and Unions and liaison and coordination with other parties and organisations within Fox Lines (including HQ ASPT and the MPGS/Gate Guard).

Key Duties and Responsibilities:

General Administration

1. General Administrative duties to include the maintenance and supervision of the central filing system for all in HQ ASCB, the maintenance and currency of distribution and contact lists (especially the Association and Union Contact List), the maintenance and efficient operation of all office furniture, contract photocopiers, water dispensers, ordering and control of all stationery requirements for ASCB departments, the control and maintenance of the ASCB Central Stores and equipment plus facilities management of HQ ASCB offices.
2. Manage the IT requirements for all HQ ASCB staff (software and hardware) in accordance with the existing contract with Net Technical Solutions Ltd for HQ ASCB civilian systems and with HQ ASPT for Dii. Manage the HQ ASCB fixed telephone system.
3. Act as main point of contact for ASCB for external and internal queries, deliveries, circulars, Garrison and HQ RC Routine Orders.
4. Act as the HQ ASCB Fire Officer and liaise with HQ ASPT over responsibilities and tasks.

Information Management

5. Responsible for compliance with ASCB Data Protection Act (General Data Protection Regulation wef 25 May 18) policies and procedures. This includes HQ ASCB Information and Technology and Communications policies, their relevance, application and adherence by staff, noting to consult with the ASCB Data Protection Officer (DPO) prior to implementing any new (or upgrading existing) IT or communication systems.
6. Assist the Operation Officer/Assistant Operations Officer in the collection, management, exploitation and control information held or required by HQ ASCB. In particular, maintain data to demonstrate ASCB's measures of effectiveness for sport growth, diversity, excellence and volume as directed by DASCB (see DASCB Directive). Carry out 6-monthly updates of databases including Sponsorship (Grants and Attendance at Sponsored Events (in coordination with Team Army)), Elite Athletes (in coordination with AESP Manager) and data on fixtures in conjunction with all Sports Associations and Unions. Put in place a process by which the incumbent is able to maintain the currency and relevance of data sets, including a bi-annual database meeting and provide documentation for review including production of meeting records of decisions.

7. Construct, maintain and issue a coordinated fixtures list for Army summer and winter sports fixtures under the direction of ACOS.
8. Liaise with ASCB Website designer and update and add items as required including changing contact details, monthly fixtures and any additions/changes/reviews required by Sports Associations and Unions regarding their information pages.

Meetings Administration

9. Attend DASCB's monthly Prayers staff meetings and provide Record of Decisions (RODs) for circulation to all ASCB staff.
10. In conjunction with COS/DCOS/ACOS ASCB, assist with the organisation of, and provide administrative support for, meetings including the ASCB Annual Conference, Army Sports Awards, Board and Trustees Meetings, the DASCB Steering Committee, DASCB's Staff Updates and deliver the annual HQ ASCB Sports Day.
11. Book in/out presentation equipment, flags, banners and table covers, etc as required and monitor their use and condition.

Overseas Tour/Visits

12. Support ACOS in the process to issue Authority to Travel letters for overseas sports tours/visits.

Other Tasks

13. Manage and maintain the HQ ASCB Pool Car. This is to include ensuring its correct and appropriate use, the maintenance of records for servicing and MoT, the maintenance of fuel records and processing of fuel card receipts and the vehicle's cleanliness and general maintenance.
14. Support the wider outputs of HQ ASCB by being prepared to take on additional or other tasks as directed by DASCB/DCOS.

(The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform mutually agreed job-related tasks other than those specifically presented in this description)

Job Requirements: (Educational qualifications, knowledge, skills and abilities)

Previous office management/administration experience; experience and knowledge of Microsoft Office (Word, Excel, Access, PowerPoint, Publisher); experience of websites including maintenance, updating, development (ACMS certification desirable). The incumbent will have excellent organisational skills; be attentive to detail, articulate, with an excellent command of English language both written and verbal; possess strong interpersonal skills; be numerate, responsible and flexible; be dependable, highly committed and prepared to use initiative; have an interest in sport is essential; must be a team player.

Date: Aug 2017