



Cumberland Council

Post Specification

Date	February 2025
Post Group Number	PG2528
Post Title	Port Administrator
Job Family	Business Support
Job Family Role Profile	BS6
Final Grade	6

To be read in conjunction with the job family role profile

Service Area description
Port of Workington
Purpose of this post
To carry out all office relating activities as deemed necessary by Port Management in order to provide a smooth and efficient running of its administrative function.
Key job specific accountabilities
<ul style="list-style-type: none">• Assist the Admin Team Lead in order to carry out the various financial and administrative routines which are undertaken in the Port Office, including systems using computers and other office technology.• Assist the Admin Team Lead in providing a cordial and commercial relationship with all its customers and other outside organisations so that enquiries and notifications are received, recorded and efficiently dealt with.• Prepare, calculate, monitor and analyse Port Employee Wage Systems.• Maintain personnel records for all Port Employees.• Assist in providing statistical and analytical information as required by Management.• Assist in the raising of invoices for ship's disbursements, cargo handling and miscellaneous services provided by the Port.• Responsible for the maintenance and upkeep of the Port's Archive System. Ensuring all records are kept and archived in compliance with legislation and the Port's Quality System.• Under take routine administrative duties such as maintaining staff records relating to holidays and sickness.• Receive and record all notices appertaining to the Port and Marine Activities.• Provide a typing/filing service to ensure a rapid turnover of outgoing correspondence which is accurately typed, correctly laid out and appropriately filed.• Assist with the keeping of the purchase requisition book, computerised ordering and payments system and sundry income.• Assist in financial control matters including the issue of allocation codes, checking accounts and invoices, and accessing database and other systems to obtain costs.• Assist in the provision of a courteous reception for all visitors to the Port Office as necessary.• Operate all communications systems within the office, including Customs systems and relaying information as necessary.• Maintain a record of, and order as appropriate Protective Clothing supplies.• Undertake any other duties as may reasonably be required.
Please note annual targets will be discussed during the appraisal process
Key facts and figures of the post

Budget Responsibilities	<ul style="list-style-type: none"> • None
Staff Management Responsibilities	<ul style="list-style-type: none"> • None
Other	<ul style="list-style-type: none"> • None
Essential Criteria - Qualifications, knowledge, experience and expertise	
<ul style="list-style-type: none"> • NVQ Level 2 or 3, or equivalent experience or knowledge in the relevant work area. • Willingness to undertake training to support delivery of the service • ICT literate • Experience of MS office software • Experience of working within an office in a large complex organisation • Experience in customer service and dealing with Stakeholders inc. dealing with the public • Can demonstrate a working knowledge of processes, procedures and systems and how to apply them within a complex service area • Proven experience of using databases and manual record systems; • Note taking and preparation of documents • Experience of message taking and transmitting • Proven experience of the maintenance of accurate records and working to deadlines • Proven experience of prioritising workload 	
Disclosure and Barring Service – DBS Checks	
<ul style="list-style-type: none"> • This post requires does not require a DBS check. 	
Job working circumstances	
Emotional Demands	<ul style="list-style-type: none"> • None
Physical Demands	<ul style="list-style-type: none"> • None
Working Conditions	<ul style="list-style-type: none"> • None
Other Factors	
<ul style="list-style-type: none"> • None 	