

# Suffolk Local Optometric Committee

## Job Description

**Role/Job Title:** Local Optometric Committee Administrator

**FT/PT:** Part time

**Reports to:** Chairman and Committee

**Location:** No premises are provided but attendance at meetings required. Meetings usually take place in Ipswich and Bury St Edmunds.

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### Key Purpose of the Role:

- Co-ordination of general administrative duties of the Committee including the taking of minutes
  - Ensure that the essential administrative tasks associated with the LOC are carried out
  - A point of contact for GOS contractors/performers across Suffolk.
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### Principal Responsibilities:

- Providing secretarial support for the LOC and, as appropriate, includes typing, photocopying and mailings.
  - Maintaining LOC records and files.
  - To arrange meetings, prepare agenda and arrange for distribution.
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### Person Specification:

#### ***Essential Skills & Experience***

- **Experience**
  - Self-motivated and personable, happy to work alongside others.
  - A commitment to the purpose and work of Suffolk LOC.
  - Strong organisational skills and flexibility to cope with deadlines.

- PC literate
- Able to use various software packages (e.g. Microsoft: Excel, Word, PowerPoint)
  
- **Skills**
  - ✓ **Leadership/Motivation** - Excellent interpersonal skills & enthusiasm.
  - ✓ **Confidentiality** – Exhibit discretion when required.
  - ✓ **Self- Management** - Self-motivated and quick to learn new skills, good personal organisation and capacity to work to tight deadlines
  - ✓ **Team Work** - Team player
  - ✓ **Communication** – Listening and writing
  - ✓ **Flexibility** –
  - ✓ **Needs to be able to drive to different venues.**

### **Confidentiality**

- As an employee of the LOC you may gain knowledge of a highly confidential nature. Under no circumstances should such information be divulged or passed to any unauthorized person or person(s). Breaches of confidence will result in disciplinary action, which may involve dismissal.