

Admin Officer - Manchester Residential Property - (Ref : 86496)

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Company: UK Civil Service

Location: United Kingdom

Category: other-general

Job summary

Please refer to job description

Job description

We encourage applications from people from all backgrounds and aim to have a workforce that represents the wider society that we serve. We pride ourselves on being an employer of choice. We champion diversity, inclusion and wellbeing and aim to create a workplace where everyone feels valued and a sense of belonging. To find out more about how we do this visit: .

Proud to serve. Proud to keep justice going.

Our Admin Officers play a critical role, providing excellent administrative support and customer service to court users, judiciary and management.

About us

HM Courts & Tribunals Service (HMCTS) is responsible for the administration of criminal, civil and family Courts and Tribunals in England and Wales. Our roles support our court users and colleagues within HMCTS, where people and businesses access potentially life-changing justice. We are looking for individuals who are committed to public service and making a difference in people's lives to deliver justice. If you are interested in developing a career with a real purpose, please apply.

Your role

Tribunals are specialist courts whose judges and members hear a wide range of cases, such as

tax, employment, and immigration and asylum. Tribunals often sit as a panel, incorporating a legally qualified Tribunal Judge as well as panel members with specific areas of expertise. Some tribunals have limited powers to impose fines and penalties or to award compensation and costs. Other types of tribunal decisions might result in the allowance or disallowance of a benefit, leave or refusal to stay in the UK, or the extent of provision of special educational help for school-age children.

You will be assigned to teams to carry out a variety of general administrative duties to progress cases through the tribunal system or provide support to other functions within HMCTS.

Your skills and experience

Friendly and approachable manner with excellent customer service skills.

Ability to multitask, whilst working in a fast-paced environment.

Good written and verbal communication skills.

IT proficient with the ability to learn and adapt to different technologies and software packages.

Excellent organisational skills.

For a full job description, please read supporting document 1 included below before applying

Further details:

These operational roles are customer facing, requiring successful applicants to be office based to provide HMCTS services to the public. Standard full time working hours are 37 hours per week. HMCTS welcomes part-time, flexible and job-sharing working patterns, where they meet the demands of the role and business needs and are agreed prior to appointment. All applications for part-time, flexible and job-sharing working patterns will be considered in accordance with the MoJ's Flexible Working policy.

◆ Applications for part-time working would be considered however due to the nature of the role the minimum hours would be **hours per week**.

Person specification

Please refer to job description

Behaviours

We'll assess you against these behaviours during the selection process:

Communicating and Influencing

Managing a Quality Service

Delivering at Pace

Benefits

Alongside your salary of £22,940, HM Courts and Tribunals Service contributes £6,102 towards you being a member of the Civil Service Defined Benefit Pension scheme.

Access to learning and development

A working environment that supports a range of flexible working options to enhance your work life balance

A working culture which encourages inclusion and diversity

A with an average employer contribution of 27%

Annual Leave

Public Holidays

Season Ticket Advance

For more information about the recruitment process, benefits and allowances and answers to general queries, please click the below link which will direct you to our Candidate Information Page.

Link:

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Cross References and Citations:

- 1. Admin Officer - Manchester Residential Property - (Ref : 86496)[KenyajobsJobs United Kingdom Kenyajobs](#)**
- 2. Admin Officer - Manchester Residential Property - (Ref : 86496)[Johannesburgjobs Jobs United KingdomJohannesburgjobs](#)**
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