

## Transport Operations Officer - Senior EO Grade

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Company: Brook Street

Location: Dundonald

Category: other-general

### Job Description

**Brook Street (UK) Ltd are delighted to work with an established Public Sector**

**Organisation**

**located in Dundonald.**

Our client is looking for a **Transport Operations Officer** to work at an Executive Officer grade in their **Transport Department** based in Dundonald.

As Transport Operations Officer, you will provide an exceptional customer service experience, advice and assist officers, customers, the public and other professionals in respect of agreed aspects of the Transport Department as directed by the Programme Manager.

You will be assigned a locality to work on ensuring effective management and organisational delivery of the Home to School Transport Service, ensuring suitable transport agreements are in place and recorded for pupils attending mainstream school whilst providing efficient administrative support for the daily functional and operational staff of the Transport service.

You will be familiar with geographical routes and co-ordinate bus routes for drivers. You will process EANI bus drivers' timesheets for payroll and invoicing purposes.

You will be proficient in MS Packages such as Excel, Outlook, and Word. You will be confident in the daily use of spreadsheets and databases and will conduct typing and

word-processing duties as necessary. You will supervise Senior Clerical Officer's in the department including the management and allocation of duties. You will comply with all existing legislation and exercise confidentiality and an understanding of GDPR.

**SUCCESSFUL APPLICANTS MUST:**

Hold a third level qualification (HNC or above), or equivalent and have a minimum of two years' experience of working in an administrative role in an office environment providing comprehensive service co-ordination and support directly to Senior

**SUCCESSFUL APPLICANTS WILL:** Managers.

OR

Have a minimum of four years' experience working in an administrative role in an office environment providing comprehensive service co-ordination and support directly to Senior Managers.

**SUCCESSFUL APPLICANTS WILL:**

Provide administrative support in relation to all aspects of the work of the programme using the full range of IT equipment including word processing/typing, databases, spreadsheets, email, fax, intranet, and internet facilities.

Support in undertaking comprehensive research and investigations as required.

Assist in the collation of factual data and statistical information from various sources to support the work of identified officers within the service.

Prepare letters, minutes, notes, and other clerical support to officers as appropriate and as directed by the programme manager.

Use initiative, tact, and diplomacy in responding to queries, issues and problems which arise within the section in the absence of the programme manager.

Order and monitor supplies of stationery and office requisitions for all staff within the section along with diary management of stakeholders.

Be responsible for maintaining efficient recording and filing systems within the service as directed by the programme manager.

Delegate tasks to the office team in the absence of senior management.

Professional and effective telephone techniques along with good oral and written communication skills.

Work as part of a busy team with excellent communication and organisational skills.

**YOU WILL BENEFIT FROM:**

Full training and induction

Competitive rates of pay

Accrue holiday hours as you work

Brook Street (UK) Ltd back-office support and mentoring

At Brook Street, we believe that by harnessing diversity of thought and experience across our company, exceptional things happen. We continually strive for a highly diverse workforce and an inclusive culture where everyone feels valued, listened to and able to discover their personal best.

Brook Street is a Disability Confident Leader, and we have also hold Gold Award status from the Defence Employer Recognition Scheme.

Our supply of Contingent Workers to the Public Sector Resourcing Framework (PSR) has driven us to take further steps in supporting candidates with disabilities or veterans. Through our Guaranteed Interview Scheme, we offer candidates with disabilities and veteran who meet the stipulated criteria for the role, a guaranteed interview with a PSR Sourcer.

Should you identify as a candidate with a disability or as a veteran, we encourage you to reach out to us via the Brook Street website. Here you will find a link to register your interest and the role that you are interested in. We are committed to engaging with you.

Throughout the application process we will discuss any reasonable adjustments needed. Your comfort and accessibility are of utmost importance to us, and we are eager to ensure a seamless communication journey.

**The rate of pay is £15.86 per hour, the hours of work are 0900-1700 Monday to Friday.**

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