
Job Description

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| Function: | UK Government  |
| Position:  | Administrator - Document Creation and Proof Reading – Services Team |
| Job holder: | Temporary – 3 month contract with possible extension |
| Date (in job since): | N/A |
| Immediate manager (N+1 Job title and name): | Head of Soft FM & Food – Government |
| Additional reporting line to: | N/A |
| Position location: | Salford Office |
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| 1. Purpose of the Job – State concisely the aim of the job.  |
| * A highly experienced, technically skilled Document formatter and Proofreader
* Passionate about document design and creation
* Deliver to Company Design and Style Guidance ensuring adherence to these standards at all times.
* Version control maintenance during project critical
* Engage with all stakeholders – document owners
* Expert proof reading and document editing to meet needs of operational personnel in the field
* Working with external consultant chefs, professional bodies, industry experts on key initiatives
* Work across Teams
* Use MS SharePoint – document control within system
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| 5. 2. Main assignments – Indicate the main activities / duties to be conducted in the job. |
| **Document Design** * Using Sodexo design and style guide
* Create documents in Microsoft Word, Excel, PowerPoint and Visio – within defined templates/guidance

**Transposition of old documents to new format** * Accurate transposition
* Creation of compliant documents by formatting to exact specifications
* Making document look good and focus on ease of use
* Creating a cover page
* Adding page numbers
* Inserting section or page breaks
* Adding headers and footers – for document control
* Referencing out – accurate to document description and consistency

**Proofread and edit** * Read and review
* Edit to improve consistency – user understanding
* Error checking and amendment
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| 2. 3. Context and main issues – Describe the most difficult types of problems the jobholder must face (internal or external to Sodexo) and/or the regulations, guidelines, practices that are to be adhered to. |
| * Compliance to Style Guide
* Need for plain language
* Consistency in language
* Holistic review of full system for contradictory guidance or information
* Creation of an attractive document with clean, consistent text, numbering, bullet points, headings, tables, graphics, headers, contents tables and references
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| 4. Accountabilities – Give the 3 to 5 key outputs of the position vis-à-vis the organization; they should focus on end results, not duties or activities. |
| * Stakeholders across Services team
* Project lead
* Project Sponsor
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| 2. 5. Dimensions – Point out the main figures / indicators to give some insight on the “volumes” managed by the position and/or the activity of the Department. |
| * Circa 3500 documents to review and transpose
* Upload to SharePoint
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| 6. Job profile – Describe the qualifications (Education & experience), competencies and skills needed to succeed in the position. |
| * Client & customer satisfaction
* Strong communication skills
* Rigorous management of results
* Attention to detail
* Exact adherence to guidance
* Proof reading

Bid writer or Coordinator – previous experience |

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| 2. 7. Organization chart – Indicate schematically the position of the job within the organization. It is sufficient to indicate one hierarchical level above (including possible functional boss) and, if applicable, one below the position. In the horizontal direction, the other jobs reporting to the same superior should be indicated. |
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**Levels**

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|  | * Collaborative working with Services Team to deliver a full migration of old format documents to a new style guide document suite
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Received:

Date:       Date:

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Job holder Immediate Manager