**Duchy of Cornwall Estate**

**Development Administrator Job Description**

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<th><strong>Main purpose of role</strong></th>
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<td>The Development Administrator will provide secretarial and administrative support to the Project Manager and the Development team on Duchy developments including Poundbury and Faversham.</td>
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<th><strong>Position</strong></th>
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<td>The post reports to the Project Manager and will provide support to the wider team based in the office including the Commercial Building Surveyor and Trainee Construction Supervisor. The role has no direct reports.</td>
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<th><strong>Scope of role</strong></th>
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| o General support for the Project Delivery Team, including letters, minutes, arranging meetings, Diary / calendar management for the team, ordering Kitchen and office supplies.  
o Answering telephone, call transferring, taking messages, resolving minor issues  
o Maintaining complaints log and passing issues raised for attention or delegation  
o Referring media enquiries for consideration, provision of responses as directed  
o Responding to general enquiries  
o Meet and greet for meetings, room preparation etc.  
o Initial processing of invoices approval, updating budget records. Liaising with the accounts department to monitor and manage payments.  
o Maintaining compliance records to agreed format and liaising with team members and arranging, processing and archiving inspection reports and sign off certificates.  
o Working with the Project Manager to maintain, organise and develop the Health and Safety systems.  
o Compile and issue tender enquiries to contractors and consultants and present tender returns for consideration.  
o Developing and overseeing project delivery file structure.  
o HRH Monthly Report.  
o HRH Visits. Name badges, guest meet and greet on the day and general administrative support to ensure the smooth running of the day.  
o Maintaining records and provision of reports for review meetings  
o Maintaining systems and information, including Contractor details etc  
o Maintaining electronic and paper archives, retrieving records as needed |

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<th><strong>Person Specifications, Education and Qualifications</strong></th>
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| o Previous Administrative experience required  
o Excellent knowledge and experience of Microsoft Office Applications  
o Excellent written and verbal communication skills applied with tact and discretion  
o Experience of Budget Management |
You will need to work with and communicate effectively with others and establish positive working relationships at all levels; in the team and within the various Duchy offices. Outside the Duchy you must deal professionally with industry professionals and the general public. Cross-departmental working and communication is an essential part of the position.

You are very tactful and totally discrete; organised and systematic; able to build positive working relationships at all levels and across the Duchy. You are able to deal professionally with tenants and suppliers; precise and accurate in your work, with good self-checking; open to discussion, change and development; easy-going yet professional, self-directed and productive; well organised and able to work under pressure at busy times You will need to have a strong empathy with the objectives of the Duchy of Cornwall and the implementation of the Duchy’s policies.

### Reward Package

- Full time 35 hours per week
- Salary £26,000 per annum
- You will be entitled to 28 days holiday plus 8 bank holidays for England and Wales
- Benefits package include:
  - 12% non-contributory pension scheme
  - Car lease Scheme
  - Health care Cash Plan
  - Flexible Working