Duchy of Cornwall Estate
Development Administrator Job Description

Main purpose of role

The Development Administrator will provide secretarial and administrative support to the Project Manager and the Development team on Duchy developments including Poundbury and Faversham.

Position

The post reports to the Project Manager and will provide support to the wider team based in the office including archiving tasks in relation to estate management. The role has no direct reports.

Scope of role

- Answering telephone, call transferring, taking messages, resolving minor issues
- Meet and greet for meetings, room preparation etc.
- Developing and overseeing project delivery file structure. This to include general filing, archiving, and researching and retrieving files.
- HRH Visits. General administrative support to ensure the smooth running of the day.
- Assisting in maintaining records
- Assisting in maintaining systems and information, including Contractor details etc
- Assisting in the general support for the Project Delivery Team, including letters, minutes, arranging meetings, Diary / calendar management for the team, ordering Kitchen and office supplies.
- Assisting with maintaining compliance records to agreed format and liaising with team members and arranging, processing and archiving inspection reports and sign off certificates.

Person Specifications,
Education and Qualifications

- Previous Administrative experience required
- Excellent knowledge and experience of Microsoft Office Applications
- Excellent written and verbal communication skills applied with tact and discretion

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 discreet; 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
- Part time 14 hours per week
- Salary £10,400 per annum (£26,000 pro rata)
- 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