

Local Government Administrative Assistant or Officer

Local government administrative assistants and officers work for the local council, providing clerical support to different departments such as education, housing, planning or social work.

The Work

You could be:

- opening and sorting mail
- keeping records, producing letters and other documents
- scanning, copying and printing documents
- producing reports by retrieving data from information systems
- recording accounts, invoices and payments
- using specialist computer software to prepare salaries and wages and calculate staff holiday entitlement, sick leave and flexitime
- ordering office supplies using an online procurement system
- dealing with enquiries from other departments and members of the public, on the phone, face to face and by email
- attending meetings and taking minutes.

Pay

The figures below are only a guide. Actual pay rates may vary, depending on:

- where you work
- the local authority you work for
- the demand for the job.

Salaries for local government administrative assistants in Scotland tend to be around £16,000 to £22,000 a year. Administrative officers earn around £22,000 to £28,000 a year. Administrative managers may earn up to £34,000 a year. There is usually a good pension scheme.

Conditions

- You would work in an office.
- You would normally work a 35-hour week, Monday to Friday.
- You might be able to work flexitime.
- It is possible to work part time or on a job sharing basis.

Getting In

- You don't always need formal qualifications, but subjects at National 4 or 5, including English and Maths would be beneficial.
- In some cases, employers may prefer you to have Highers.

- You may consider taking a full time course before entering your first job. There are courses in administration or business and similar subjects at NC (SCQF Level 4-6), NQ (SCQF Level 4-6) and HNC (SCQF Level 7) levels.
- You usually need to have good keyboard skills.
- You may get in through a Modern Apprenticeship.
- You could enter through the Foundation Apprenticeship Business Skills (SCQF Level 6), which you can start in S5 and study at school and college, whilst also gaining some practical work experience. Entry requirements vary between colleges, but you usually need 3 subjects at National 5 including English and Maths. You will usually be expected to study for some Highers alongside the Foundation Apprenticeship.

What Does It Take

You need to have:

- excellent organisational skills
- good communication skills
- a polite and friendly manner
- good IT and keyboard skills.

You also need to be:

- conscientious
- willing to use your initiative
- able to get on with people from all backgrounds
- able to work as part of a team
- handle a number of tasks at one time.

Training

- Training is normally on the job.
- Part time qualifications in administration and business are available at various levels, including SVQs and HNC.
- You can use these qualifications to go on to courses at a more advanced level.
- A Modern Apprenticeship normally leads to an SVQ, such as Business and Administration at SCQF Levels 5 and 6.

Getting On

- There is a clear promotion structure within local government.
- With experience and the right qualifications, you could move on to be a local government administrative manager.
- For the most ambitious, further promotion could lead into senior manager posts right up to chief executive level.

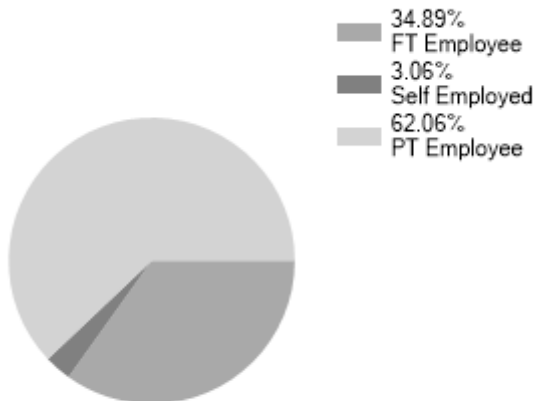
More Information

Job vacancies for all councils across Scotland can be found at myjobscotland.gov.uk/.

Contacts

Statistics

Employment Status UK %

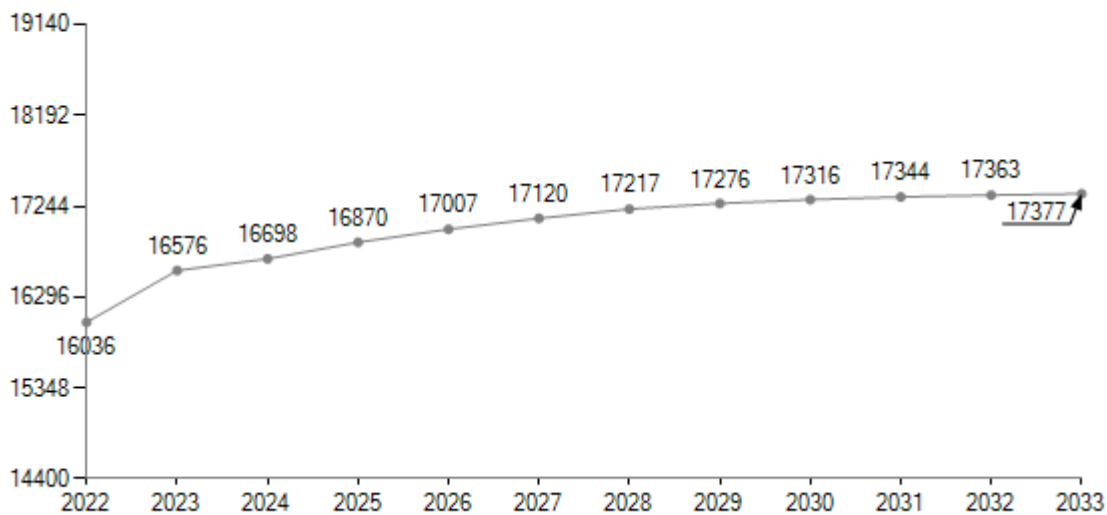


Past Unemployment - Scotland

No Claimant statistics available for Scotland.

LMI data powered by [LMI for All](#)

Predicted Employment in Scotland



LMI data powered by [Lightcast](#)