Staffordshire Safeguarding Children Board (SSCB) Business Administrator

Grade 5

**Our Vision**

An innovative, ambitious and sustainable county, where everyone has the opportunity to prosper, be healthy and happy.

Our Outcomes

We want everyone in Staffordshire to:

* Have access to more good jobs and share the benefit of economic growth
* Live in thriving and sustainable communities
* Be healthier and more independent for longer

Our Values

Our People Strategy sets out what we all need to do to make Staffordshire County Council a great place to work, where people are supported to develop, flourish and contribute to our ambitious plans. Our values are at the heart of the Strategy to ensure that the focus is on what is important to the organisation and the people it serves:

* Ambitious – We are ambitious for our communities and the people of Staffordshire
* Courageous – We recognise our challenges and are prepared to make   
  courageous decisions
* Empowering – We empower and support our people by giving them   
  the opportunity to do their jobs well.

About the Service

The Staffordshire Safeguarding Children Board (SSCB) is a statutory multi-agency partnership arrangement that operates under statutory guidance Working Together to Keep Children Safe and in which safeguarding practice can develop and prosper across the partnership, with a culture of collaboration, integrity, and compassion; promoting the development and wellbeing of children, young people and their families; and protecting them from neglect and abuse. It is responsible for ensuring the safeguarding arrangements for children in Staffordshire is effective and includes the implementation of local and national learning including from serious incidents. The SSCB is committed to achieving good outcomes for children and families.

**About the Role**

The role holder will have specific responsibility for supporting Staffordshire Safeguarding Children Board (SSCB) activities connected to developing and improving safeguarding and child protection practice across all partner agencies, including their relevant partners.

This is a challenging role working across varied organisations with responsibility for supporting relationships between the Board, partner agencies and other organisations within a complex multi-agency environment.

**Additional Information:** This role is situated in the Staffordshire Safeguarding Children Board (SSCB) Business Support Team. The SSCB is an independent organisation hosted by Staffordshire County Council with responsibilities to coordinate the work of local agencies to safeguard and promote the welfare of children and to ensure the effectiveness of that work.

Reporting Relationships

Responsible to: Children and Families Partnership Boards Manager

Responsible for: NA

Key Accountabilities:

1. To maintain diaries, arrange meetings, make appointments and deal with telephone enquiries, as appropriate, acting as a point of contact in the absence of the Board Manager and effectively managing communication for the SSCB.
2. To service various formal SSCB meetings, including organising venues, issuing invites and minute taking, the production of accurate records and the distribution of reports within agreed timescales.
3. To produce documents to a high standard of accuracy and presentation using the software provided. This will include the production of letters, reports, tables, presentations and publications.
4. To organise conferences, events, seminars and exhibitions as requested in respect of safeguarding children and best practice relating to partnership working.
5. Processing of day to day financial transactions within the office, in accordance with financial regulations, including receipt of payment of cash, placing of orders, ensuring payment of accounts through the County Council Finance and Procurement System (My Finance).
6. To provide direct administrative assistance and support to the Board and any nominated senior officers including research, production of reports and statistical summaries, actioning decisions and disseminating information.
7. To use, maintain and monitor extensive and varied Departmental IT facilities including computer-based information systems for input, retrieval and analysis of data, use of office email and intra/internet facilities.
8. To maintain records, IT based and manual in accordance with the Staffordshire County Council Records Management policy ensuring compliance with policies on case recording, filing retention and destruction.
9. Any other duties commensurate with the grading of the post.

This post is designated as a casual car user

**Professional Accountabilities:**

The post holder is required to contribute to the achievement of the Council objectives through:

**Equalities**

Ensuring that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

**Climate Change**

Delivering energy conservation practices in line with the Council’s climate change strategy.

**Health and Safety**

Ensuring a work environment that protects people’s health and safety and that promotes welfare, and which is in accordance with the Council’s Health & Safety policy.

**Safeguarding**

Commitment to safeguarding and promoting the welfare of vulnerable groups.

The content of this Job Description and Person Specification will be reviewed on a regular basis.

**Person Specification**  A = Assessed at Application

I = Assessed at Interview

T = Assessed through Test

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| **Minimum Criteria for Disability Confident Scheme \*** | **Criteria** | **Measured by** |
| **employer_small** | **Qualifications/Professional membership**   * Minimum 5 GCSEs or equivalent, including English and mathematics and relevant ICT qualification * NVQ 3 or equivalent in Business Administration or equivalent in administration | A/I |
| employer_small  **employer_small** | **Knowledge and Experience**   * Demonstrable experience of managing/prioritizing and directing own/others workload to meet agreed deadlines. * Substantial experience using Microsoft Office or equivalent software packages. * Significant experience of office procedures, systems, and equipment * Working successfully within a team, preferably in an office environment * Working with internal/external partners to provide a high quality and responsive service. * Experience in taking accurate minutes/notes of meetings. * Understanding of the principles of providing a good quality customer service * Understanding of the importance of partnership working and maintaining those relationships | A/I  A/I/T  A/I  A/I  A/I  A/I/T  A/I  A/I |
| **employer_small** | **Skills**   * Demonstrate effective written and oral skills at all levels * Well-developed interpersonal skills and personal qualities for dealing with difficult situations * Confidence, energy and commitment to excellence and quality * Effective time management skills with an ability to work under pressure and on own initiative * Ability achieve targets and respond flexibly to changing needs * Ability to accurately record the outcome of meetings * Ability to interpret, format and accurately present documents using the software provided. * Commitment to the achievement of high-quality standards in service delivery * Commitment to Equal Opportunities and anti-discriminatory practice * Flexible approach – demonstrating ability to respond positively to changes in allocation of work at short notice and an ability to take lead * It is anticipated that all employees will have a commitment to further training and development commensurate with their grade * Hold a full driving license and permanent access to a car as post will need to travel to meetings across the county (although suitable adjustments will be made in line with Disability Discrimination Act 1995)   This post is designated as a casual car user | A/I/T  A/I  I  A/I  A/I  A/I/T  A/I  A/I  A/I  A/I  A/I |

**employer_small** If a disabled person meets the criteria indicated by the Disability Confident scheme symbol and provides evidence of this on their application form, they will be guaranteed an interview.

We are proud to display the Disability Confidence Symbol, which is a recognition given by Job centre plus to employers who agree to meet specific requirements regarding the recruitment, employment, retention, and career development of disabled people.

If you need a copy of this information in large print, braille, another language on cassette or disc, please ask us by contacting

Talent & Resourcing Team 01785 278300