

Regional Administration Officer 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

4 Local Authorities, Staffordshire County Council, Stoke-on-Trent City Council, Shropshire Council and Telford & Wrekin Council have come together in an innovative and forward-thinking Partnership.

We are working together to improve outcomes for those children who enter care and are not able to return to their families of origin. We aim to ensure that our children achieve emotional, physical and legal permanence; growing up in loving homes with adults who provide them with a strong sense of security, continuity, commitment and identity.

Together4Children operates through a hub and spoke model enabling Local Authorities to benefit from core central functions and networked regional delivery, whilst retaining direct service delivery functions within their own borders. This ensures the Partnership reflects the local context, adapted to meet the needs of local children and families, and maintains clear links to local Children & Families Services.

The Together4Children partnership provides the Regional Adoption Agency for the partner Local Authorities. By working together, we aim to:

- Make best use of our collective resources to recruit, assess and support prospective adopters and foster carers across the region.
- Improve the quality and speed of matching for children through better planning and by having a wider choice of families.
- Provide high quality support to children and their families delivered through a combination of direct provision and effective partnerships.
- Provide all children and their families with the right support at the right time through a consistent permanency support offer available across the region.
- Respond to the regulatory requirements in respect of Adoption (including Non-Agency Adoptions and Intercountry Adoption).

About the Role

To co-ordinate and support administrative tasks of the Together4Children Central Permanency Hub with a primary focus on Regional Adoption Panel, the Quality Assurance of Child's Permanence Reports and the Agency Decision Maker (ADM).

Reporting Relationships

Responsible to: Regional Business Coordinator

Responsible for: Day to day supervision of Regional Business Support Staff (as appropriate)

Key Accountabilities:

1. To provide an effective service for coordinating the Regional Adoption Panel, the Quality Assurance of Child's Permanence Reports and the Agency Decision Maker (ADM). This will include monitoring the quality of and provide advice for reports and papers for Regional Adoption Panels, the Quality Assurance of Child's Permanence Reports and the Agency Decision Maker (ADM).
2. Prepare agendas for and minute meetings of adoption panel and inform Adopters of their approval and registration details to ensure compliance with the Regional Permanency Partnerships Policies, Procedures, Guidance and National Standards.
3. To use, maintain and monitor extensive and varied I.C.T/digital facilities. This includes using computer-based information systems (for input and retrieval of data), use of office email and intranet/internet facilities.
4. To maintain service user records in accordance with the Together4Children Permanency Partnership Records Management policy. This includes ensuring compliance with Standards, Policies, procedures and Guidance on case recording, filing retention and destruction.
5. To be responsible for regularly updating and monitoring the regions database and management information systems, retrieving statistical information to comply with the DfE requirements.
6. To provide day to day formal supervision, workload allocation, advice and guidance to appropriate clerical staff. This will include some induction and ongoing training of staff.
7. Processing 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 Permanency Partnership.
8. To liaise with other agencies and Local Authorities' communication by correspondence and telephone.

9. Responsibility for the maintenance of service users' records in accordance with the Regions Record Management Policy ensuring compliance with policies on case recording, file retention and destruction.
10. To assist in the developments of appropriate information systems and administrative procedures.
11. To undertake research, gather information and present this information in an appropriate way for use by senior staff.
12. To undertake any other duties required by management, which are commensurate with the grading of the post.

Other Information

This post is designated as a casual car user.

The post holder will need to meet the travel requirements of the role locally.

This post has no political restriction.

Professional Accountabilities:

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

Financial Management

Personal accountability for delivering services efficiently, effectively, within budget and to implement any approved savings and investment allocated to the service.

People Management

Engaging with People Management policies and processes

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

Minimum Criteria for Disability Confident Scheme *	Criteria	Measured by
	Qualifications & Professional Membership: <ul style="list-style-type: none"> GCSE English or equivalent. NVQ Level 2 in Business Administration or equivalent. IT qualification equivalent to the competency level of ECDL/CLAIT etc and WP qualification equivalent to 50 wpm. 	A A A/I/T
  	Knowledge & Experience: <ul style="list-style-type: none"> Experience in using computer-based information systems. Experience of using Microsoft Office and Outlook and have accurate and competent keyboard skills as well as experience of minute taking. Previous experience of monitoring budgets. Previous experience in supervisory management. Working with internal/external customers to provide a quality service. Understanding the Together4Children Permanency Partnership and its role in the community. Understanding of the principles of providing a good quality service. 	A/I/T A/I/T A/I A/I A/I A/I A/I
	Skills: <ul style="list-style-type: none"> Demonstrate good communication skills at all levels – this post will involve working with senior staff and colleagues in the Permanency Partnership as well as members of the public. Demonstrate relevant numerical skills required to complete the full range of financial transactions. Time management skills with an ability to work under pressure and on own initiative. The ability to undertake a number of areas of work to ensure flexibility within the team. Commitment to an excellent service and the achievement of high-quality standards. 	A/I/T A/I/T A/I A/I A/I A/I

	<ul style="list-style-type: none"> • 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. • Commitment to equal opportunities and anti-discriminatory practice and to work with a diverse customer base. 	<p>A/I</p> <p>A/I</p>
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*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