



Job Description

Job Title: Transport Hub Admin

POSCODE: 01367

Grade: G

Overall Purpose of Role

This post is responsible for the administration functions within the coordination of local transport commissioning arrangements for services for NCT.

Main Accountabilities

Reporting to the Information and Business Support Manager. This post is responsible for the administration functions within the coordination of local transport commissioning arrangements for services.

The post holder will support front line teams in their procurement of services. Requests for services will come into this department and the Officer will log and co-ordinate service requests.

The post holder will be expected to maintain and input to numerous databases of commissioned transport for Northamptonshire Children's Trust, ensuring all data is current, correct and up to date.

The post holder will work closely alongside the LAC Health Team and learn areas of that work to support the team during periods of sickness or absence.

	Main Accountabilities
1	To log all local commissioning requests, building a comprehensive database of current demand
2	To co-ordinate and manage the countywide and central transport team processes and systems in relation to communications and SharePoint, including mailbox monitoring and response.
3	To undertake a range of specific service functions as a key point of contact, logging tracking and managing transport requests, and providing administrative support for this function. Completing regular audits of ongoing transport requests.
4	To work closely with the Countywide Transport planners to ensure relevant and correct information has been provided for transport applications, following up if additional information needed.
5	To support the countywide transport planners with the tracking and allocation of cases, including data and performance information support.
6	Work closely and jointly with the other service members as required to ensure continuity of support for Northamptonshire Children's Trust and undertake other tasks as appropriate to the role to meet the needs of the business

7	To work closely with colleagues in NCT and external local authorities when the need arises.
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Safeguarding commitment *(Include for roles involving work with children/vulnerable adults)*
We are committed to safeguarding and promoting the welfare of children and young people/vulnerable adults. We require you to understand and demonstrate this commitment.

Person Specification

Qualifications, Knowledge, Skills and Experience

Minimum level of qualifications needed for this post

Qualifications Required	Subject	Essential/Desirable
	Good level of numeracy and literacy. GCSE Grade C or above in Maths & English	E

Minimum levels of knowledge, skills and experience required for this post

Identify	Details	Essential/Desirable
Knowledge:		
	Some experience of working with databases with a demonstrable ability to generate bespoke queries, using functions or formulae	E
	Experience in the provision and presentation of statistical information across a variety of software applications including Microsoft Word, Excel, PowerPoint, Teams. Training for other required systems e.g. carefirst/ADAMS/Capita will be given	E
	Worked in an office environment	E
Skills:		
	Ability to work closely with officers and staff inside the local authority arrangements building strong relationships	E
	Ability to prioritise work within tight deadlines and meet targets	E
	Ability to communicate effectively, both verbally and in writing, good co-ordination and administration skills	E
	Task focussed with good co-ordination skills alongside attention to detail	E

	Some experience in data management	D
Experience:		
	Self-starter able to work on own initiative and as part of a team	E
	Experience of co-ordinating databases and good customer service skills	E
	Ability to produce data to produce timely, accurate progress reports.	E
Disclosure Level		

What DBS Level is required for this post?	
None	<input checked="" type="checkbox"/>
Standard	<input type="checkbox"/>
Enhanced Child Only	<input type="checkbox"/>
Enhanced Child/Adult Bar	<input type="checkbox"/>

Working Arrangements

What work type does this role fit into? (tick one box that reflects the main work type, the default workers type is flexible)	
Fixed	<input type="checkbox"/>
Flexible	<input checked="" type="checkbox"/>
Field	<input type="checkbox"/>
Home	<input type="checkbox"/>

The position is currently working from home 4 days a week and at Angel Square one day a week (which at this time is a Tuesday) This may change dependent on the needs of the Service or NCT.

There will be the expectation that during the training period you will be required to work from the office more days until the training has been successfully completed. Flexibility of those days can be agreed once in post.