



**North
Northamptonshire
Council**

Job Description and Person Specification

Job details

Job title: Business Administrator

Grade: G

Reports to: Northamptonshire Safeguarding Children Partnership Business Manager

Responsible for:

Directorate and Service area: Northamptonshire Safeguarding Children Partnership

Purpose of the job

- 1. To provide administrative, secretarial and clerical support to the Northamptonshire Safeguarding Children Partnership (NSCP), and their Sub Groups, under the direction of the NSCP Business Manager.**
- 2. To provide administrative and secretarial support to the NSCP Business Manager.**
- 3. Be a point of contact and ensure that there are effective office systems and processes so that staff can deliver an effective service.**

Principal responsibilities

1. To co-ordinate the systems and processes that ensure organisational support is effective to the NSCP – including meeting agendas, papers, minutes are completed and disseminated in a timely manner and are kept and filed securely and in an orderly manner using available systems, gather and maintain performance information to support the scrutiny and monitoring functions of the service area
2. Operate filing and retrieval systems for the NSCP Business Manager and assistance relating to the functions of the NSCP and Sub Groups. Co-ordinate the production of complex and specialist documents on behalf of the NSCP Business Manager, such as business plan or annual reports
3. To organise, assist and maintain secure business processes, and data bases related to the work areas to support management reports locally and nationally – such as the child death data base and the safeguarding data set.
4. Provide secretarial support and administration to all users and contributors to the Partnership's' work and functions (this may include collating reports and from other agencies and making arrangements for visitors to Board meetings) and the preparation for inspections.
5. Be a point of contact for detailed enquiries about the Partnership and the Sub Groups through different media including email, post and telephone.
6. Gather and process financial information related to the work areas to support effective budget management of the Boards and the business office.

General responsibilities applicable to all jobs

1. Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
2. Comply with the Council's policies and procedures including (but not limited to) safeguarding, financial regulations, promotion of equalities, customer care, agreed audit actions and health and safety (ensuring that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons).
3. Understand the council's commitment to Corporate Parenting and take responsibility to support this commitment. Enable the council to be the best corporate parents possible to children and young people in our current and previous care.
4. Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post.

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
Education and Qualifications	<p>NVQ level 2 or equivalent in a relevant subject area.</p> <p>Good standard of GCSE or equivalent in Maths and English.</p>	
Experience and Knowledge	<p>Proven experience as an Administrative assistant.</p> <p>Significant experience in administrative work with proven knowledge of setting up systems, minute taking complex meetings, and providing secretarial support.</p> <p>Good keyboard skills including knowledge of MS Windows including, Word, Excel and similar software.</p> <p>Experience of minute taking.</p> <p>Experience of managing complex diary and meeting schedules for a number of groups and a large number of individuals.</p> <p>An understanding of confidentiality and data protection, and secure filing systems in particular, information of a sensitive nature and with a high emotional content.</p> <p>Ability to implement and maintain secure manual and computerised records systems, and basic filing and retrieval processes.</p> <p>Knowledge of the management of provision of office resources and supplies.</p> <p>Experience of managing responses to correspondence and direct contact from stakeholders and service users, and reception duties.</p>	<p>An understanding of collating and presenting statistical information.</p> <p>Experience of website software.</p> <p>Experience of administering social media.</p> <p>Experience of gathering data and financial information.</p> <p>Ability to work on the implementation of projects identified by a manager.</p> <p>Ability to produce detailed reports and documents.</p>

	Knowledge of equality and diversity issues.	
ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
	<p>Proven experience of working to timescales, diary scheduling, collation and distribution of information.</p> <p>Good interpersonal skills to interact with senior managers and practitioners, show courtesy and sensitivity to service users, and handle emotionally stressful situations.</p> <p>Ability to work on own initiative and prioritise work load.</p> <p>Contribute to team development and performance objectives.</p>	Experience of delegated project work
Equal Opportunities	Ability to demonstrate awareness and understanding of equal opportunities and other people's behaviour, physical, social and welfare needs.	