



Job Description

Job Title: Transport Hub Administrator

POSCODE: HAY 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 & Information 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 CIC Health Team and learn areas of that work to support the team during periods of sickness or absence.

Main Accountabilities	
1	Provide comprehensive administrative support within a fast-paced, high-volume team environment, ensuring the efficient delivery of core administrative function.
3	To undertake all administrative tasks in relation to the brokerage of transport for Northamptonshire Children's Trust (NCT) Children in Care and their families. Handling all referrals for children requiring transport and identifying the best match available to them taking into consideration the child's needs and making the best use of resources available.
4	To work closely with the North/West Transport planners to ensure relevant and correct information has been provided for transport applications, following up if additional information needed ensuring best value for money.
5	To support the North/West transport planners with the tracking and allocation of cases, including data and performance information support.
6	Work collaboratively with colleagues across Northamptonshire Children's Trust and, where necessary, with external local authorities to ensure

	continuity of service and effective support for the organisation. Undertake additional tasks appropriate to the role in order to meet the needs of the business
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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
NVQ Level 2 or equivalent in a relevant subject	Good level of numeracy and literacy	Essential

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	Essential
	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. Liquid Logic and ADAMS	Essential
Skills:		
	Ability to work closely with officers and staff inside the local authority arrangements building strong relationships	Essential
	Ability to prioritise work within tight deadlines and meet targets	Essential
	Ability to communicate effectively, both verbally and in writing, good co-ordination and administration skills	Essential
	Task focussed with good co-ordination skills alongside attention to detail	Essential
	You will have a good eye for detail when quality assuring referrals and	

	the ability to work to Policy, this is a fast paced environment that requires you to communicate effectively.	
	Some experience in data management	Desirable
Experience:		
	Self-starter able to work on own initiative and as part of a team	Essential
	Experience of co-ordinating databases and good customer service skills	Essential
	Ability to produce data to produce timely, accurate progress reports.	Essential
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.