



## Job Description

Job Title: Administrator 2 – Placement and Commissioning Team

POSCODE: 01367

Grade: G

### Overall Purpose of Role

- To provide an effective, timely and accurate support to Placement and Commissioning team

### Main Accountabilities

Main Accountabilities	
1	To provide a comprehensive, confidential range of effective and transparent business support to the placement and commissioning team
2	To co-ordinate and manage the team's processes and systems in relation to communications and SharePoint, including mailbox monitoring, task action and response
3	To attend and take accurate minutes of team meetings
4	Liaise with Social Worker teams, external agencies, and representatives as appropriate in matters relating to the clerical/administrative procedures for the service.
5	To undertake other ad-hoc request for support under to meet the needs of the business
6	Work closely and jointly with other service members as required to ensure continuity of support for children's services and undertake other tasks as appropriate to the role to meet the needs of the business
7	Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs
8	Ensure that reasonable care is always taken for the health, safety and welfare of yourself and other persons, and to comply with the policies and procedures relating to health and safety within the department.

**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
Educated to GCSE standard or equivalent professional qualification or business experience	Maths and English Grade C or above	Essential

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

Identify	Details	Essential/Desirable
<b>Knowledge:</b>		
<b>Local Government</b>	A knowledge of working within a local government setting and working across key stakeholders	Desirable
<b>Children's Services</b>	Experience of working within a Children's Service environment	Desirable
<b>Business Support</b>	Experience of working within a business support capacity	Essential
<b>Skills:</b>		
<b>Numeracy</b>	Excellent numeracy, analytical, interpretative attention to detail.	Essential
<b>IT</b>	Competent in the use of IT	Essential
<b>Communication</b>	Must be able to establish effective communication across myriad channels. Must have good written communication skills	Essential
<b>Minute Taking</b>	Experience of minute taking	Essential
<b>Experience:</b>		
<b>Working Relationships</b>	Experience of establishing strong working and effective relationships across numerous stakeholder groups	Essential
<b>Change Management</b>	Experience of working with a fast changing, dynamic environment.	Essential

<b>Equal opportunities</b>	Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs	
<b>Safeguarding</b> ( <i>include for roles working with children/vulnerable adults</i> )	Demonstrate an understanding of the safe working practices that apply to this role.	
	Ability to work in a way that promotes the safety and well-being of children and young people/vulnerable adults.	

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

<b>Working Arrangements</b>	
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"/>