

 Stockton-on-Tees BOROUGH COUNCIL		JOB DESCRIPTION	
Directorate: Adults and Health		Service Area: Teeswide Safeguarding Adults Board Business Unit	
JOB TITLE: Administration Officer			
GRADE G			
REPORTING TO: Admin and Information Officer			
1.	JOB SUMMARY: To provide administrative support to the functions of the Teeswide Safeguarding Adults Board (TSAB) and its associated groups including: Sub Groups, task & finish groups, and the Teeswide Business Unit.		
2.	MAIN RESPONSIBILITIES AND REQUIREMENTS		
	1.	To provide administrative support for the Independent Chair and Officers in the Teeswide Business Unit.	
	2.	To undertake day-to-day administrative functions including diary management, maintenance of records and facilitating information requests ensuring the safe storage and management of resources and information in accordance with GDPR regulations and other relevant legislation	
	3.	To provide administrative support, including the organisation of meetings, for the following groups: the TSAB and its Sub Groups, any task & finish groups, multi-agency audits and any other groups as determined by the TSAB. This includes taking comprehensive minutes at meetings and monitoring and tracking of actions.	
	4.	To produce high quality reports, plans, evaluation tools and databases using Microsoft Office packages	
	5.	To assist in the planning, co-ordination, promotion, delivery and evaluation of development days, events, conferences, webinars and workshops on behalf of the TSAB and its associated sub-groups as directed by the Teeswide Safeguarding Adults Business Manager.	
	6.	To support the delivery of the TSAB Training Strategy and Training Plan, including, coordinating an annual Training Needs Analysis, promoting and coordinating the Board's multi-agency Training Programme and producing training analysis reports.	
	7.	To develop, implement and maintain administrative systems to enable the Board to run efficiently and effectively. Including robustly testing any new systems to support commissioning decisions agreed by the Business Manager.	

8	To support the Admin and Information officer with the co-ordination of statutory Safeguarding Adult Reviews and other learning review processes, including organising meetings, compiling chronologies and action plans, managing and responding to sensitive information and facilitating the publication of reports.
9	To assist with delivery of the TSAB's Communication and Engagement Strategy, including designing, creating and publishing regular newsletters, social media posts and supporting safeguarding awareness campaigns etc.
10	To plan, organise and maintain the content of the TSAB website ensuring it meets the requirements of the Accessibility Standards, GDPR and any other relevant legislation and guidance.
11	To raise purchase orders and invoices and manage queries relating to orders and invoices. To monitor and order supplies required to meet the needs of the TSAB.
12	To respond to customer enquiries relating to the work of the Board which will include; training enquiries, problem solving, liaising with senior managers in partner organisations (including local, regional and national partners where applicable).
13	To contribute to the development of the Teeswide Safeguarding Adults Business Unit.

3. GENERAL

Job Evaluation - This job description has been compiled to inform and evaluate the grade of the job using the NJC Job Evaluation scheme as adopted by Stockton Council.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Workforce Culture and supporting behaviours and Code of Conduct – The post holder is required to carry out the duties in accordance with Workforce Culture and supporting behaviours, code of conduct, professional standards and promote equality and diversity in the workplace.

Shaping a Brighter Future – The post holder will embrace the Council's "Shaping a Brighter Future" programme.

Personal Development – As defined by the Council's Culture Statement, all employees will take responsibility for their own development

Customer Services – The post holder is required to ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton on Tees Borough Council.

Policies and Procedures – The post holder is required to adhere to all Council Policies and Procedures.

Health and Safety – The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

Safeguarding – All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council's Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

	Name:	Signature:	Date
Job Description written by: (Manager)	Lorraine Garbutt		2/8/21
Job Description agreed by: (Post holder)

Job Description dated 2 August 2021



PERSON SPECIFICATION

Job Title/Grade	Administration Officer	Grade F (Currently)
Directorate / Service Area	Adults and Health	
Post Ref:	32441 and 34092	

	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	<ul style="list-style-type: none"> ▪ NQF Level 3 in Business Administration or equivalent substantial demonstrable level of knowledge in related disciplines. 	Qualification in office administration or equivalent	Application form
Experience	<ul style="list-style-type: none"> • Experience of organising and providing administrative assistance in an office environment • Experience of using Microsoft Office packages 	<ul style="list-style-type: none"> • Experience of providing administrative support to multi-agency Committees/Board 	Application / Interview

Knowledge & Skills	<ul style="list-style-type: none"> • Knowledge of Microsoft Office applications (particularly Word, Excel, Teams, Outlook and PowerPoint) • Excellent IT skills in word processing, spreadsheet applications and use of email • Ability to organise meetings, manage diaries, taking notes at meetings and maintain records • Ability to organise and prioritise and own work • Excellent interpersonal skills • Excellent oral and written communication skills • Ability to meet tight deadlines • Ability to problem solve 	<ul style="list-style-type: none"> • Awareness of safeguarding adults • Ability to develop newsletters, surveys and evaluation tools 	
Specific behaviours relevant to the post	<ul style="list-style-type: none"> • Demonstrate the Council's Behaviours which underpin the Culture Statement • Commitment to partnership working • Able to work on own initiative and deliver on time • Attention to detail • Ability to work independently 		Application / Interview

Other requirements	<ul style="list-style-type: none">• Capacity for Independent Travel		
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Person Specification dated 2 August 2021