Job Description

	For HR use only	Vacancy Ref No: 0868
Directorate	Adults Services	
Service and Team	Business Assurance – Appointee & Deputyship Team	
Post Title	Appointee & Deputyship Administrator	
Grade	Grade 5	
Reports to	Susan Smith	
Responsible for (employees / equivalent)	N/A	

Job Purpose

To assist with the provision of Appointee & Deputyship services in respect of those who by means of mental incapacity are unable to deal with their own financial affairs and who do not have a family or other representative to do so. This will include creation and maintenance of basic management and financial information systems. Additionally, the postholder will be expected to communicate with colleagues, service users, representatives or their families in relation to these matters.

Provision of funeral requirements for service users within the community who have no family to deal with their affairs (including home clearance and disbursements).

The postholder may also be required to undertake some of the specialist duties highlighted.

Job Content

The following list is typical of the duties that the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

To assist in the organisation and provision of financial and administrative support relating to Adult Social Care Finance.

To be part of a small team providing financial and administrative information to service users and other professionals, both internal and external. This will include responding to and answering queries in relation to financial information, particularly Appointeeship and Deputyship services.

To assist with the implementation of specific projects and undertake research as requested by the Appointee & Deputyship Officer or Business Process Manager

To undertake the management of manual and computerised record / information systems, including the analysis, manipulation and production / presentation of reports.

The following list highlights some of the specialist duties that could be associated with a post operating at this level. Note - it may only be necessary for employees assigned to this level to undertake some of the duties.

Operate, demonstrate and deliver basic training on relevant ICT software packages e.g. word processing packages, databases, spreadsheets, and internal systems such as flexi and Business Management System (BMS).

To assist with marketing and promotion activities

Complete and submit monitoring forms, returns etc, including those to external bodies.

To undertake activities in relation to technical administrative procedures and provide advice and guidance on these to a range of service users, internal and external agencies.

Other duties as appropriate in line with the grade of the post.

Climate Change Values and Behaviours

We strive to reduce the carbon footprint of our services by using less energy in our buildings, travelling less in our vehicles and increasing our recycling.

We encourage innovation and the generation of new ideas in the way we do things, including increasing the environmental sustainability of our services.

Equality, Diversity and Inclusion Values and Behaviours

We treat all our colleagues, residents and service users with dignity and respect. We embrace and value people's differences. We act as allies, educating ourselves, empowering others and tackling discrimination.

Special Requirements of Post

Working Conditions	Post will be mainly office based at the Quadrant or any location identified by the relevant manager. Post is permanent, 37 hours per week with flexi-time working – according to the needs of the business
Working Requirements and Arrangements	
Physical Requirements e.g. driving, lifting, and handling	
DBS and Safeguarding Checks required	No
Responsibility for Safeguarding or extent of contact with children,	

young people and/or adults at risk of harm.	
Politically Restricted	No

Person Specification

Job Criteria			
Factor	**Essential**	**Desirable**	**Assessment method**
Knowledge	Effective communication skills, both written and verbal Ability to demonstrate initiative and self-motivation Ability to make maximum use of ICT and software packages – including Word, Excel and Access Ability to work in a flexible and responsible way to both internal and external customers To be able to work effectively as part of a team Be flexible in approach to work situations	Experience of working within the area of health and social care Experience of the Local Authority's financial systems, including Financial Regulations Knowledge of legislation around Mental Capacity Act, Court of Protection and Appointeeship	Application form and interview
Qualifications and Training including Professional Registrations	NVQ Level 3 or equivalent		Application form and interview
Skills & Experience	Experience of dealing with service users or their		Application form and interview

	representatives in relation to service provision. Experience of working in an administration or financial environment. Experience of Local Government financial systems. Assistance with producing procedures and related documentation. Assisting Managers with implementing change across the department.		
Our Values	We Listen, We Care, We Are Ambitious, We Are Good Value for Money		
Special requirements			
Factor	**Essential**		**Assessment method**
Occupational Requirements under the Equality Act 2010	Committed to implementing the Council's equal opportunities policy and anti-discriminatory practice.		Interview
Factor	**Desirable**		**Assessment method**

Please note if you intend to use your own vehicle (or non-council vehicle) for business mileage you must hold the relevant driver's licence, MOT, and insurance documentation.