

## Job Description

<b>Job Title:</b>	<b>Administration Officer</b>		
<b>Service Group:</b>	Children & Young People		
<b>Department/Team:</b>	Early Intervention & Prevention/Specialist Intensive Support		
<b>Location:</b>	Any suitable base across Wolverhampton		
<b>Grade :</b>	4		
<b>Job Class:</b>		<b>Number of posts:</b>	
<b>Disclosure and Barring Clearance:</b>	None		

### **Special Conditions:**

Subject to the requirements of the service, and following appropriate local consultation processes, the **working week** of individual employees **may be arranged over a 7 day period, including weekends**, providing that the employees' average core hours over a pre-determined reference period does not exceed 37 hours.

The standard working week shall remain at 37 hours where hours worked are not in excess of 37 hours.

### **Job Purpose:**

To provide effective support that ensures day to day and long term tasks in relation to administrative and financial aspects of the Service are undertaken and completed within given timescales.

To be a first point of contact for both internal and external customers and ensure that enquiries are dealt with efficiently and with a high level of customer care.

### ***In relation to the MASH:***

Update and retrieve information using electronic systems relevant to Children's Services e.g. EIS, One, Sharecare, CareFirst, Guardian.

To assist in effective data/information sharing between partners relating to MASH referrals and to Barnardos Screenings, including providing timely updates to referrers.

To keep an up to date log of incoming referrals.

### **Key Contacts in Organisation:**

*Reports to:* Strengthening Families Delivery Manager

*Number supervised:* 0

*Main contacts:* Council Employees, External Partners, Service Users.

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<b>Main responsibilities:</b>	
1.	To adhere to and use the Behaviours and Guiding principles framework for Children & Young People Services in everyday working practice.
2.	To provide administrative assistance to support the work of the Targeted Early Intervention & Prevention or Specialist Intensive Support Service including minuting service meetings, disciplinary hearings and any other relevant meetings as requested by the line manager.
3.	To be responsible for the ordering of goods, stationery, equipment, materials and resources and the processing of associated documents and accounts including acting as an approved purchaser through the Council's PCARD system.
4.	In conjunction with senior managers develop systems and processes to ensure the effective, smooth running of the office and ensure they are adhered to by other members of staff.
5.	Provide support to managers in scheduling and preparing for meetings and events and organising attendance at relevant conferences.
6.	To assist in the provision and preparation of information and documentation in support of specific project activities, including the gathering and collating of data and the maintenance of accurate and appropriate records.
7.	Undertake the preparation of meeting, training and conference materials using appropriate software packages.
8.	Provide support to team members and managers in undertaking financial transactions adhering to financial procedures and using appropriate systems.
9.	Liaise with finance colleagues on day to day financial administration procedures to ensure effective preparation of budget information.
10.	Monitor and reconcile financial transactions.
11.	To undertake regular stock checks to ensure the relevant service area is fully equipped to deliver its core business and ensure all use of resources is monitored through a booking in and out system.
12.	To support and assist in the inputting and updating of records within the relevant Service databases.
13.	To work co-operatively with administrative staff in partner agencies to inform and maintain their information systems as required.
14.	Plan and organise own work and coordinate with other team members.
15.	To work flexibly to support the work of the relevant service as part of a team of administrative and clerical staff.
16.	To respond to specific enquiries and complaints either from staff or members of the public as they arise and deal with them in line with agreed procedures.
17.	To liaise with schools, other council departments, Government and other outside agencies as well as support staff in other Services.
18.	To be actively committed to a programme of supervision, professional development and performance review demands of the role.

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### Special Features:

Post holders must act in accordance with the Council's Constitution and other Codes of Conduct.

Post holders must participate in staff development, appraisal and training as appropriate, including continuous professional development.

Post holders must comply with the Council's agreed policies and procedures including but not limited to Health and Safety, and Equal Opportunities Policies, the Data Protection Act, Freedom of Information Act, Financial Management Regulations and other relevant Council and Government Regulations, Directives and City wide priorities.

Post holders must undertake any other tasks, duties and responsibilities as directed and appropriate to the grade and role of the post subject to any reasonable adjustments under the Equality Act 2010.

Post holders must participate in the wider development of the service and contribute to service improvement as required.

City of Wolverhampton Council is committed to Corporate Parenting.

“Corporate Parenting is the collective responsibility of the Council to provide the best possible care and protection for children who are looked after.”