

DIRECTORATE OF COMMUNITY WELLBEING AND SOCIAL CARE

ADMIN OFFICER TO COMMISSIONERS, Ref: 45008373

BUSINESS SUPPORT, Floor 3, County Hall, Newport

**Salary: Scale 4 £8,580.50 to £8,901.00 per annum
(all pay grades are pending the outcome of IW Council job evaluation process)**

Hours: 18.5 per week

Fixed term contract for 6 months to cover a secondment

We are seeking to appoint an experienced Admin Officer for a 6 month period, within the Children's Safeguarding section of the Community Wellbeing and Social Care Directorate.

- You must be flexible and able to work accurately under pressure, and across sites if required.
- You will be required to work closely within the department and be part of a busy team of Administrators.
- To act as contact for enquiries, some of which may be complex or contentious from staff, members of the public or other agencies.
- To take phone calls or receive visits, dealing sensitively with family members who may be in distress.
- To provide substantial administrative support to the financial systems and processes within the service.
- Providing administrative support to Children's Services Commissioners, Group Managers and Safeguarding Boards Strategic Manager.
- The ability to minute complex, high level and sensitive meetings to a high standard.
- You will have excellent grammar and be able to demonstrate a high level of attention to detail.

You will have:-

- a minimum of 4 GCSEs at Grade A-C, including English, and a BTEC National or equivalent qualification.
- You will also have knowledge of using computerised systems, particularly competent use of Microsoft Word & Excel.
- Use of ICS and Swift would be an advantage.

Interviews will include tests for minute taking and grammar skills.

For further information or an informal discussion please contact Helen Poynter on 823434.

This council and its schools recruit according to the council's Safer Recruitment policy and are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share in this commitment.

The Isle of Wight Council is an equal opportunities employer and welcomes applications from all sections of the community.

Please view information pack and complete your job application online at www.iwight.com/council/jobvacancies Telephone our 24 hour job line on 01983 823134 or email callcentre@iow.gov.uk if you need further information about applying. Completed applications should be returned to Human Resources, County Hall, Newport, Isle of Wight, PO30 1UD

Closing date: 8 March 2013