

Isle of Wight Council

Job Description



Identifying Facts

Title of Post: Admin Officer to Commissioners

Directorate: Community Wellbeing & Social Care

Post No: 45008373

Section: Business Support

Date: Oct 2012

Responsible to: Business Support Officer

Job Purpose

To provide, within the establishment's administrative teams, the full range of professional administrative support functions to Children and Family Services Commissioners and Group Managers, ensuring the effective and efficient delivery of the administrative support function.

Major Tasks

1. Promote equality as an integral part of a role and treat everyone with fairness and dignity.
2. To develop and maintain a generic skill set that allows the Isle of Wight Council to employ your skills, abilities and experience across the Council and its formal partnerships as needed
3. To provide, within the establishment's administrative teams, effective administrative support to managers within the Directorate, ensuring effective diary management using electronic calendars and arrangement of meetings.
4. To work with and across teams to ensure adequate cover is maintained for all areas of the Directorate as well as responding to telephone calls, emails and enquiries from staff and public and arranging for enquiries to be dealt with appropriately.
5. To provide a high speed, accurate word processing service to managers within the Directorate to include but not exhaustive; letters; court and other reports; minutes; templates; supervision notes etc, as well as preparation materials or presentations using Powerpoint, Word and Excel, working to specified deadlines to ensure statutory requirements are met, where appropriate.
6. To provide substantial administrative support to the financial systems and processes within the service. To include: petty cash reconciliation; travel warrants; processing invoices in line with corporate systems and processes as well as administration of procurement card activity.
7. Recording information on the electronic social care client record (Swift/ICS) and related databases; to include scanning of records using the ESCR; update of databases held in the service to support performance management; following the business rules and training provided.

8. To support the data collection and management process including inputting, obtaining and compiling statistics from a range of databases and sources including Swift, ICS and Corvu reports against National Indicators and local performance measures.
9. To develop coordinated systems and processes that support units as part of a system wide approach.
10. To carry out appropriate research using the internet
11. Attendance at relevant training events, workshops and actions learning sets to ensure continuous professional development.
12. To assist the Administration Manager/Business Support Officer in overseeing the day to day activities of the establishment's buildings and administrative teams including work allocation, supervision of day to day activities of junior members of staff within the team, reporting repairs, as well as other such tasks as are consistent with this job description as required by the Administration Manager/Business Support Officer and only referring complex concerns or queries back.

Major Tasks Specific for the post of Admin Officer

- Providing administrative support to Commissioners and Group Managers, working across other support teams and units as service need arise and demonstrate evidence of problem solving against a solution focused approach.
- To organise, attend, minute and conclude the business of sensitive meetings containing complex information to a high standard for the Commissioners and Group Managers, to include Permanency Planning, Legal Planning, Prevention from Care & JCSP meetings.
- To provide reception facilities as required, dealing sensitively if needed.
- File retrieval – to be responsible for the collection of files from other locations and to update the recording requirements to ensure file location is correctly recorded
- To maintain systems for monitoring key statutory requirements for children as directed by the managers.

Generic quality statement: The Isle of Wight Council expects that its staff will adhere to its policies and procedures. All members of staff are expected to be familiar with procedures and undertake appropriate activities to support their learning and development.

Safeguarding - The Isle of Wight Council is committed to safeguarding and promoting the welfare of children and vulnerable adults and operates stringent safer recruitment practices.

Diversity and Equality - All employees are expected to treat others with dignity and respect.

Health and Safety - The Isle of Wight Council has a duty to protect employees and all employees have a duty to protect themselves and others from harm as far as is reasonably practicable.

Data Protection and ICT Security – All employees are required to ensure that any information or data collected or input in to a council system complies with the standards set out and any associated processes that are specific to an area of work.

This job description is correct as at the date given above. In consultation with the postholder it is liable to variation by management to reflect or anticipate changes to the job. As a term of employment the postholder may be required to undertake other duties in this post or, following consultation, any other post in any of the Isle of Wight Council's Directorates.