Administration Officer

£19,238 - £24,717

Birmingham Safeguarding Children Board, Business Support Unit, Council House Extension, Margaret Street, B3 3BU

12 month rolling contract

Working 36.5 hours per week within the Business Support Unit

You will be part of a team that provides administrative and secretarial support for the Birmingham Safeguarding Children Board, Executive Group and Sub Group structure. You must have previous administrative experience and be able to prioritise work and meet deadlines. The role focuses on co-ordinating meetings and events; preparing agendas and most importantly minute taking. You must have effective verbal; written and IT communication skills; you will be dealing with confidential information and must be able to maintain accurate records. RSA Stage II Typewriting/Word Processing or equivalent is essential. For informal enquiries please call Cheryl Harnett, Child Death Overview Panel Coordinator on 0121 464 2612.

Ref: CN3522016J

Closing date: 23 September 2016

Right to work in the UK documentation will be fully checked for all applicants. All non UK and non EU applicants are required to apply for a certificate of Sponsorship from Birmingham City Council and must be approved by the UK Visas and Immigration before any employment offer can be confirmed.

“The City Council is currently consulting on potential changes to its terms and conditions (in line with its s.188 notice) which may have an impact on any contract of employment that is offered should the candidate be successful”
Directorate for People

Role Description

Post: Administration Officer
Salary/Grade: GR3
Division: Birmingham Safeguarding Children Board
Section: Business Support Unit

1. **Job Purpose**
   1.1 To ensure efficient and effective administrative and secretarial support is provided to the Board, Executive Group and Sub-Group structure, including the Child Death Overview Panel and Serious Case Review processes.

2. **Duties & Responsibilities**
   2.1 In conjunction with individual chairs, arrange Child Death Overview Panels, Serious Case Reviews, Sudden Unexplained Deaths in Childhood and BSCB Sub-Group meetings, ensuring dates are dispersed appropriately.
   2.2 To assist with the co-ordination of meetings and organising of events, with both internal and external organisations in order to book meeting rooms, equipment and order catering.
   2.3 Prior to meetings agree with individual Chairs the agenda and relevant papers to be circulated.
   2.4 Prepare, photocopy and distribute agenda and relevant reports and information as requested.
   2.5 Take minutes of meetings and prepare an accurate record in typed format for authorisation by the Chair and distribute in accordance with procedures.
   2.6 Ensure any necessary follow up work from meetings is undertaken.
   2.7 Prepare papers and reports for the Birmingham Safeguarding Children Board as and when required.
   2.8 Maintain links and provide information for the Independent Chair Business Manager, Programme Managers/Co-ordinator and Chairs of Sub-Groups, Child Death Overview Panel and Serious Case Review processes as required.
   2.9 To provide and assist in the production of publicity, news letters, and information updates that raise the profile of the Birmingham Safeguarding Children Board.
   2.10 Provide typing and clerical support to the Team as and when required.
2.11 To prepare powerpoint presentations as and when required.

2.12 To provide an efficient office management system including a filing system and/or other administrative systems.

2.13 To deal with telephone and e-mail enquiries, welcome visitors and receive deliveries. This will include recording and distributing messages accurately and participation in call handling rota.

2.14 Maintain internal and external postal services and facsimile transactions; ensuring post/mail is monitored in accordance with departmental policy.

2.15 Ordering of stationery, furniture, equipment (via the Voyager System) and monitoring of stock levels.

**Finance**

2.16 To assist in maintaining accurate budgetary records in line with Departmental Procedures and Financial Regulations.

**Information Technology**

2.17 To liaise with Service Birmingham IT and report computer related issues.

**Miscellaneous**

2.18 Represent the Birmingham Safeguarding Children Board at Building User Group meetings.

2.19 Assist in ensuring that confidentiality is maintained in dealing with all information and materials and that any material is treated in accordance with the requirements of the Data Protection Act.

2.20 Work with Departmental Policies and local procedures paying particular attention to the Equal Opportunities Policy and Health and Safety Regulations.

2.21 Take part in regular team meetings and supervision sessions.

2.22 Undertake and participate in relevant training courses.

2.23 Any other duties and responsibilities within the scope and purpose of the job and grade as may be required.

3. **Supervision Received**

3.1 **Supervising Officer Job Title**

Relevant Programme Managers or CDOP Co-ordinator

3.2 **Level of Supervision**

Left to work within established guidelines subject to scrutiny by supervisor.
4. **Supervision Given** (excludes those who are indirectly supervised i.e. through others).

   N/A

5. **Special Conditions**

   - Some working outside normal hours may be required.
   - A flexible working system is in operation subject to negation.
   - The postholder will be required to work on a citywide basis for which expenses incurred will reimbursed.
   - This vacancy is exempt from the Rehabilitation of Offenders Act
   - A Criminal Records Bureau/ISA checks will be undertaken

**Birmingham City Council** is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Observance of the **City Council's Equal Opportunities Policy** will be required.
# Directorate for People

## Person Specification

**Job Title:** Administration Officer  
**Grade:** GR3  

**Division:** Birmingham Safeguarding Board  
**Section:** Business Support Unit

### Method of Assessment (M.O.A.)
- A.F. = Application Form; I = Interview; T. - Test or Exercise; C. – Certificate; P. – Presentation.

<table>
<thead>
<tr>
<th>CRITERIA</th>
<th>ESSENTIAL</th>
<th>M.O.A.</th>
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<tbody>
<tr>
<td><strong>Education/Qualifications</strong></td>
<td>RSA Stage II Typewriting/Word Processing or Equivalent.</td>
<td>AF, I &amp; T</td>
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<td><strong>Experience</strong></td>
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<td>(Relevant work and other experience)</td>
<td>1. Previous administration experience.</td>
<td>AF/I</td>
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<td>2. Experience of co-ordinating meetings and events, preparing agendas and taking minutes.</td>
<td>AF/I</td>
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<td>3. Previous experience of using information technology including computers.</td>
<td>AF/I</td>
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<td>4. Experience of using business equipment, i.e.</td>
<td>AF/I</td>
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<td>5. photocopiers, fax machines etc.</td>
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<td><strong>Skills &amp; Ability</strong></td>
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<td>I/T</td>
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<td>e.g. written communication skills, dealing with the public etc.</td>
<td>1. Ability to set up and maintain systems.</td>
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<td>2. Ability to respond to correspondence, enquiries and issues.</td>
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<td>3. Ability to communicate effectively with colleagues at all levels together with members of other agencies.</td>
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<td>4. Ability to work on own initiative, prioritise workload and meet deadlines.</td>
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<td>5. Ability to deal with confidential information.</td>
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<td>6. Evidence of ability to interpret and apply procedures.</td>
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<td>7. Ability to work as part of a team.</td>
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<td>8. Ability to use own initiative.</td>
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<td>9. Excellent written and verbal communication skills.</td>
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<td>10. Level of literacy to ensure accurate data entry onto computer records, accurate spelling and filing.</td>
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<td>11. Ability to co-ordinate meetings and events; prepare Agendas and take minutes.</td>
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<td>12. Ability to use IT systems</td>
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<td><strong>Training</strong></td>
<td>Willingness to participate in relevant training Courses.</td>
<td>AF/I</td>
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<td><strong>Other</strong></td>
<td>Demonstrate an understanding to the personal application of procedures and policies particularly equal opportunities and health and safety.</td>
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All staff are expected to understand and be committed to Equal Opportunities in employment and service delivery.