

Job Description

Job Title – Administrator 2 – Managerial
Support Job number

Grade G

Overall purpose of the job

Please write one or two sentences about why the job exists. Focus on the achievement of the key end results of the job.

To provide effective support to the Extended Senior Leadership Team of Children's Services
To support the service in the management of its establishment through processes relating to recruitment and induction and the management of staff

Main accountabilities

Please list the accountabilities in descending order of priority. Please include 6-9 accountabilities.

Main accountabilities	
1.	To provide a comprehensive, confidential range of effective and transparent business support to the Extended Senior Leadership Team
2.	To manage and co-ordinate events effectively, making travel arrangements, booking appointments, organising meetings and conferences,
3.	To provide a comprehensive package of support in relation HR, recruitment and induction of staff including, management of interview processes, step up of new starters, and movement of staff within the ERP establishment
4.	To provide a professional and confidential service to managers in relation to disciplinary and grievance procedures including the minuting of interviews and hearings
5.	To undertake other adhoc request for support under the guidance of the executive assistants for each directorate to meet the needs of the business.
6.	Works closely and jointly with the other service members as required to ensure continuity of support for Children Services and undertake other tasks as appropriate to the role to meet the needs of the business
7	Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
8	Ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons, and to comply with the policies and procedures relating to health and safety within the department.

Safeguarding commitment *(Include for roles involving work with children/vulnerable adults)*
We are committed to safeguarding and promoting the welfare of children and young people/vulnerable adults. We require you to understand and demonstrate this commitment.

Person Specification

Qualifications, knowledge, skills and experience

Minimum level of qualifications required for this job

Qualifications Required	Subject	Essential/ Desirable
Educated to GCSE standard or equivalent professional qualification or business experience	Maths and English Grade C or above	E

Minimum levels of knowledge, skills and experience required for this job

Identify	Describe	Essential/ Desirable
Knowledge		
Local Government	A knowledge of working within a local government setting and working across key stakeholders	E
Children's Services	Experience of working within a Children's Service environment	D
Business Support	Experience of working within a business support capacity	E
Skills		
Numeracy	Excellent numeracy, analytical, interpretative attention to detail.	E
IT	Competent in the use of IT	E
Communication	Must be able to establish effective communication across myriad channels. Must have good written communication skills	E
Minute Taking	Experience of minute taking	D
Experience	Give an idea of the type and level of experience required do not specify years of experience.	
Working Relationships	Experience of establishing strong working and effective relationships across numerous stakeholder groups..	E
Change Management	Experience of working with a fast changing, dynamic environment.	E

Disclosure level

What disclosure level is required for this post?	None	Standard
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	Enhanced	Enhanced with barred list checks
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Work type

What work type does this role fit into? (tick one box that reflects the main work type, the default workers type is flexible)	Fixed	Flexible	Field	Home
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