

Job Description

For Administrative Positions

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

Role Details

Job Title:	Administrator	JEID	AD001
Salary Grade:	Grade E		
Team:	Warwickshire Youth Justice Service		
Service Area:	Resources		
Primary Location:	Nuneaton Justice Centre		
Political Restriction	This position is not politically restricted.		
Responsible to:	Team Administrator		
Responsible for:			

Role Purpose

To provide administrative support to Operation Managers, Team Managers and Practitioners (under strict rules of confidentiality) who are engaged in delivering the Youth Justice Service within Warwickshire.

Role Responsibilities

Provide administrative support including diary management; audio/copy typing; arranging appointments/meetings with internal and external organisations and booking meeting rooms for meetings and events for the team.

- Be first point of contact for all telephone enquiries; take and forward messages for the service.
- Input and interpret all information as required to case management and other relevant databases accurately and within required timescales (full training will be given on internal databases).
- Prepare weekly court paperwork to laid down procedures and to set timescales; including proof reading, carrying out administration checks and preparation of Pre Sentence Reports (PSR).
- Arrange and take minutes at a variety of meetings, arrange and prepare agendas and distribute papers, including the preparing of minutes for approval and distribution.
- Assist the Team Administrator and Deputy Team Administrator in the day to day running of the office accommodation and be prepared to work from our other bases in Rugby and Leamington to cover as and when required.
- Be responsible for a range of finance-related duties using WCC finance systems which will include: assisting in the management of a small Imprest account resulting in monthly reconciliation to

laid down procedures; checking and accounting for the accuracy of invoices; processing mileage claims; time sheets; ensuring these are appropriately authorised; raising of orders and the payment of invoices through a computerised orders and payments system (Agresso).

- Monitoring of stationery stocks, including forms, headed paper and "controlled stationery", ordering and taking delivery of supplies as necessary.
- Filing and scanning of correspondence, records, reports and other documentation to relevant filing systems.
- Meet and greet visitors in a courteous and professional manner and provide hospitality to visitors as and when required.
- To undertake photocopying, collating and distribution of documents and other general clerical tasks as necessary.
- To undertake other duties commensurate with the scale of this post as required by the Team Administrator.

Section B: Generic Role Profile

The generic role profile provides a list of the main tasks that cover the broad range of duties and responsibilities performed at this level for the job role. An employee may not be undertaking all of these at any one time, but they could be expected to do so under their contract of employment.

Generic Role Details

Job Role:	Administrator – Level 1
-----------	-------------------------

Main Tasks

- To operate routine administrative systems and procedures within the team that specifically supports the operation of the service area.
- To organise meetings and events in liaison with other relevant officers and outside agencies / bodies and take minutes /notes as required.
- To receive, sort and distribute incoming/outgoing mail.
- To provide a frontline customer response service and resolve basic queries.
- To send out routine communications, issue reminders and chase responses.
- To undertake a range of routine tasks specific to the service area, prioritising them as directed and working within approved procedures.
- To undertake routine financial processes including checking stock level and raising orders/requisitions in accordance with approved procedures.
- To check and look after office equipment bringing any issues to the attention of the supervisor.
- To collate, record, store and retrieve data and information as required.

Section B: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

Essential Criteria

Assessed By:

Good literacy and numeracy skills	A, I
To be able to analyse and interpret factual information to solve straightforward problems.	A, I
To be able to communicate, in person and/or in writing, a variety of information to a range of people	A, I
To be able to use a keyboard with some precision and speed	T,A,I
The ability to work under pressure including meeting deadlines and dealing with interruptions	A, I
The ability to cope in situations where there is an emotional demand arising from the work being undertaken	A, I
Experience of handling and processing manual or computerised information	A, I
Experience of working effectively within a team, maintaining effective working relationships and the ability to work on own initiative.	A, I
Administrative Experience	A, I
Ability to be diplomatic and to respect and maintain confidentiality of information	A, I
Ability to travel efficiently & effectively throughout Warwickshire	A, I
A commitment to anti-discriminatory practices in employment, training and service delivery. All members of staff must take personal responsibility for implementing the WCC Race Equality Strategy.	A, I

Desirable Criteria

Assessed By:

Relevant work experience/qualifications and a general knowledge of public and voluntary agencies.	D, A, I
Experience of Google e mail, financial systems or other database applications.	A, I
Experience of working with members of the public/professional staff at all levels.	A, I
Experience of monitoring and maintaining budgetary information.	A, I

Section C: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities for your role as specified within Warwickshire County Councils Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.

Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.

<input type="checkbox"/> Provision of personal care on a regular basis	<input type="checkbox"/> Driving HGV or LGV for work
<input type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input type="checkbox"/> Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)
<input type="checkbox"/> Working at height/ using ladders on a regular/ repetitive basis	<input type="checkbox"/> Restricted postural change – prolonged sitting
<input type="checkbox"/> Lone working on a regular basis	<input type="checkbox"/> Restricted postural change – prolonged standing
<input type="checkbox"/> Night work	<input type="checkbox"/> Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/> Rotating shift work	<input type="checkbox"/> Manual cleaning/ domestic duties
<input type="checkbox"/> Working on/ or near a road	<input type="checkbox"/> Regular work outdoors
<input checked="" type="checkbox"/> Significant use of computers (display screen equipment)	<input type="checkbox"/> Work with vulnerable children or vulnerable adults
<input type="checkbox"/> Undertaking repetitive tasks	<input type="checkbox"/> Working with challenging behaviours
<input type="checkbox"/> Continual telephone use (call centres)	<input type="checkbox"/> Regular work with skin irritants/ allergens
<input type="checkbox"/> Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/> Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/> Work requiring respirators or masks	<input type="checkbox"/> Work with vibrating tools/ machinery
<input type="checkbox"/> Work involving food handling	<input type="checkbox"/> Work with waste, refuse
<input type="checkbox"/> Potential exposure to blood or bodily fluids	<input type="checkbox"/> Face-to-face contact with members of the public
<input type="checkbox"/> Other (please specify):	