

# Job Description

## For Non-Streamlined 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:	LADO Secretary	JEID	AD001
Salary Grade:	Grade E		
Team:	LADO service		
Service Area:	People Group		
Primary Location:	Saltisford Office Park		
Political Restriction	This position is not politically restricted.		
Responsible to:	Team Administrator		
Responsible for:	N/A		

#### Role Purpose

- To be responsible for the minuting, typing and distribution of position of trust meetings. These meetings are held throughout Warwickshire at various venues.
- To provide typing and clerical support to professional staff in the LADO service.

#### Role Responsibilities

Preparation, typing and distribution of the minutes of position of trust meetings.

Enter data on computerised records system.

To carry out checks to databases held by the LADO service.

To assist the LADO Support Officer in the administration processes for the service.

Undertake various clerical duties within the office, e. g. maintenance of records, producing reports, correspondence, minuting meetings, opening and despatching of post.

Receive telephone calls, take messages and deal with enquiries appropriately. Provide occasional cover

for the LADO Support Officer.

To undertake all the above in accordance with statutory and departmental policies and procedures.

Any other duties that the County Council shall from time to time determine.

To ensure that health and safety responsibilities are carried out in accordance with the Department's Health & Safety policy and procedures.

## 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:

A commitment to anti-discriminatory practices in employment, training and service delivery. All members of staff must take personal responsibility for implementing the Department's Race Equality Strategy	A, I
A high level of typing speed and keyboard skills. Knowledge of a variety of windows-based computer systems, eg Word	A, T
Ability to minute meetings	T, A, I
Demonstrate ability to organise and plan workloads to prescribed deadlines and competing priorities	T, A, I
Able to contribute to a team environment. Flexibility in hours worked to ensure office cover requirements are met.	I, A
Demonstrate courteous and effective telephone and reception skills	I, A
Ability to respect and maintain confidentiality of information	I, A
Able to ensure that health and safety responsibilities are carried out in accordance with the Department's Health and Safety Policy and Procedures	A, I
Mobility essential. Applicants must hold a current full driving licence and be able to travel to various venues around Warwickshire. Disabled applicants should be able to perform the job with aid where necessary. Essential car user.	D
Flexibility and willingness around working in various venues or from home on the occasions where this may be more productive	I, A

### Desirable Criteria

Assessed By:

General knowledge of public and voluntary agencies	A, I
Experience of working with members of the public/professional staff	A, I
Experience of minuting meetings	A, I

	Tea

## 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 checked="" 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 checked="" 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 checked="" type="checkbox"/> Work with vulnerable children or vulnerable adults
<input checked="" type="checkbox"/> Undertaking repetitive tasks	<input checked="" 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 checked="" type="checkbox"/> Face-to-face contact with members of the public
<input type="checkbox"/> Other (please specify):	