

# 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:	Adoption Panel Administrator	JEID	L0461
Salary Grade:	F (£20,092 - £21,748)		
Team:	Adoption Central England		
Service Area:	Adoption		
Primary Location:	Saltisford Office Park, Ansell Way, Warwick, CV34 4UL		
Political Restriction	This position is not politically restricted.		
Responsible to:	Business Support Manager/Deputy Team Administrator		
Responsible for:	Overseeing the effective and efficient administration of the Regional Adoption Agency Panel arrangements. Uploading into a secure website the relevant papers for panel members; taking minutes of the meeting, processing decision documents and correspondence to agency decision makers; maintaining a qualified pool of panel members, with the appropriate checks and processes in place.		

#### Role Purpose

To ensure the smooth running of Adoption Panel arrangements across the ACE Regional Adoption Agency, in liaison with panel members, social workers, prospective and approved adopters.

#### Role Responsibilities

Provide information to prospective adopters and social workers regarding Adoption Panel dates and times.

Liaise with social workers to ensure that all relevant paperwork is collated and uploaded onto the secure platform to timescale for Adoption Panel Members to view and read.

Attend Adoption Panel and take detailed minutes, to set deadlines.

Ensure that Adoption Panel information and documentation are easily accessible and saved/stored appropriately.

Maintain databases and update electronic records as required.

Follow the processes for ensuring that Adoption Panel members are set up on the YOUR HR system, that their appointment meets regulatory requirements, they have an annual appraisal and receive payment

promptly.

Assist in the organisation of Adoption Panel training events.

## 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:	Administrative Assistant
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### Main Tasks

- To operate a range of efficient 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 act as key point of contact and communicate effectively within the team and provide a customer focussed service.
- To provide a response service and resolve issues relating to the administration of Panel.
- To undertake the proactive tracking of key information and performance data ensuring data quality is maintained.
- To undertake a range of financial administrative tasks in accordance with relevant procedures.
- To maintain a range of complex data accurately and securely and retrieve data in a timely manner.
- To maximise the use of ICT to enhance the efficiency and quality of support and service provision.
- To support reception duties and other duties as required to support the service.
- To participate in and contribute to Business Support service delivery.
- To undertake the proactive tracking of key information and performance data ensuring data quality is maintained.

## 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. Ability to take accurate minutes.	A
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To be able to independently interpret and analyse information and facts to solve varied problems and contribute towards reports.	A,I
To be able to communicate in person and/or in writing, a variety of information to a range of people, to be able to demonstrate tact/sensitivity when dealing with difficult situations.	A
To be able to use a keyboard with some precision and speed and produce minutes within a short timescale.	T
To be able to work with some initiative and with little close supervision.	A,I
To be able to use own initiative to respond independently to problems and unexpected situations liaising with colleagues as necessary to ensure cover arrangements.	A,I
The ability to work under pressure including meeting deadlines and dealing with interruptions.	A,T
The ability to cope in situations where there is an emotional demand arising from the work being undertaken.	I
Experience of handling and processing manual and computerised information.	A

### Desirable Criteria

Assessed By:

Experience of producing detailed minutes.	A
Knowledge of the adoption processes and safeguarding requirements re DBS checks.	A
Ability to interpret regulations and statutory guidance.	A

## 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 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 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):	