

JOB SUMMARY

Post Title	Administrative Officer						
Job Family	Business Support	Pay Range	5	Line Manager to others?	No	Role profile ref	
Service Area	Integrated Learning Disability Team and Transition Team – Adult Social Care						
Line Manager	Team Manager						
Location	County Hall and Agile working locations						

Job Purpose			
To provide efficient and effective administrative support to the Adult Social Care Integrated Learning Disability Team and Transition Team			
Job Context			
Includes but not limited to			
<ul style="list-style-type: none"> • Facilitation of professionals' meetings: management of room booking, coordinating attendees to attend in person or hybrid, capturing outcomes decided during the meeting. • Interrogation and updating of council systems. • Data and statistical collection and presentation across Microsoft suites: Word, Excel etc Spreadsheets, Pivot Table reporting. • Facilitation and processing of information into the team (telephone calls, letters, emails etc.) • Inbox and diary management • Team duty rota management • Participation in the wider administrative team rotation and duties to include petty cash reconciliation, general procurement processes, including small purchases and reconciliation. • Arranging complex and sensitive meetings. • Producing high quality minutes for chair approval. • Managing team post and sending out Care Act care documentation via post or email. • Arranging supervision and updating supervision systems 			
Knowledge, Skills and Experience			
Role Profile requirements.	Job specific examples. (if left blank refer to left hand column)	Essential	Desirable
Practical experience within the relevant working environment is essential.	Experience of working within adult social care environments is desirable.	E	
Working knowledge of relevant processes and systems.	Ability to use a client database.	E	
Knowledge of the service provided in own area.	Will be required to develop a knowledge of processes and procedures within the council setting and wider adult social care directorate.		D
ICT skills including use of Microsoft applications.	Microsoft office such as Outlook, Excel, PowerPoint and other related	E	

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	databases.		
Good verbal and written communication skills.	Candidate is required to take, record and provide accurate information to team members (ie minutes, spreadsheets etc) other multi-agency professionals and members of the public.	E	
Numerate and accurate with attention to detail.	Candidate is required to process team data, create and utilise spreadsheets and gather data and produce reports at short notice to inform practice.	E	
Understanding of how to deal with customers appropriately.	Engaging appropriately and respectfully during all conversations with the public and other professionals.	E	
Qualifications			
Role Profile requirements.	Job specific examples. (if left blank refer to left hand column)	Essential	Desirable
Educated to GCSE		E	
Level 3 Business Administration or equivalent (including a requirement to work towards this level) or able to demonstrate equivalent experience.		E	
Other Requirements			
May require relevant certifications including evidence of fluency in English language.			
RSA II (Word Processing) or equivalent professional qualification may be required.			
DBS checks will be required.			