

JOB DESCRIPTION



Job Title Administration and IT Support

Salary £22,911 to £27,905

Directorate:	People	Section/Location:	Youth Offending Team
Grade/Salary Range:	BG-H SCP 15 - 24	Work style:	Fixed

Key Objectives of the role

Provide Administration and IT support to YOT practitioners and the YOT Management Team

Manage Youth Justice Service IT Systems and provide relevant data for the Youth Justice Board, Stakeholders and the YOT Management Team.

To be the Building Administrator for the Youth Offending Team

Designation of post and position within departmental structure

The post holder reports directly to the YOT Operational Manager

Head of Life Chances Service
|
YOT Operational Manager
|
Administration and Information Officer

Daily and monthly responsibilities

List in order of importance. Group Similar tasks together. Maximum of 12 entries

- To work in a flexible manner that supports the efficient running of the team. Ensure full admin support cover for 8.45am to 5.15pm for the Youth Offending Team regarding the day to day organisation of the admin tasks and management of time off for Annual Leave, Flexi time.
- To ensure all Departmental policies and procedure documents are maintained, including good customer care and equal opportunities, adhering to Anti Discriminatory Practice.
- To carry out all financial tasks as appropriate e.g. petty cash handling, banking, processing orders and invoices etc. To maintain the Imprest account and take part in regular budget monitoring and audits.

-
- To provide a confidential P.A. service to the Head of Service and Operational Manager including such duties as minute taking, organisation of meetings etc.
 - To undertake efficient typing in connection with the production of letters, reports, minutes, statistical statements etc. Offering advice and guidance to users within the department as appropriate. Use of other electronic office equipment within the department.
 - To be the teams Information Officer, providing all data and reports, as and when required, to a high quality and within tight time scales for the team and other agencies.
 - To act as local systems administrator and project manager for computerised information systems including Youth Justice System (CVYJ), YJAF, Secure Email, YJMIS and the Crime Portal.
 - Be responsible for ensuring that deadlines are met for monthly, quarterly and annual statistical returns, providing information as appropriately requested.
 - To be a member of the Departmental Health & Safety Group and ensure adherence to H & S Regulations. Attend meetings as appropriate, carry out Risk Assessments and work -station assessments.
 - To attend all the overall co-ordination of maintenance to the building including booking and monitoring the work of contractors to the site.
 - Responsible for the coordination of the Youth Offending Team Management Board. This includes scheduling all meetings, sending out agenda in timely way, taking and circulating minutes.
 - To be responsible for producing the management information data on a monthly basis.

Scope of role

Cheque signatory.

GDPR/Information Security.

All employees working with children and young people have a responsibility for safeguarding and promoting their welfare.

Such other duties as may from time to time be necessary, compatible with the nature of the post noted that the above list of main duties and responsibilities is not necessarily a complete statement of the duties of the post. It is intended to give an overall view of the position and should be taken as guide



PERSON SPECIFICATION

KEY CRITERIA	ESSENTIAL	DESIRABLE
Skills and qualifications	<p>5 GCSE's Grades 9-5 or A-C including Maths and English.</p> <p>IT Qualification (NVQ or equivalent)</p> <p>Office/admin experience</p>	<p>Administration related Qualification e.g ECDL NVQ</p>
Competence Summary (Knowledge, abilities, skills, experience)	<p>Good oral and written skills including accurate minute taking</p> <p>Excellent IT skills</p> <p>Experience of liaising with all levels of staff.</p> <p>Good communication skills.</p> <p>Good organisational skills.</p> <p>Good interpersonal skills.</p> <p>Numerate</p>	<p>Local Government. Experience.</p> <p>Experience of working in Youth Justice.</p> <p>PA Experience.</p>
Work-related Personal Requirements	<p>Confidentiality.</p> <p>Flexibility.</p> <p>Highly organised.</p> <p>Motivated.</p> <p>Ability to work in a busy and demanding environment.</p> <p>Ability to work with different agencies</p> <p>Client focused.</p> <p>Experience in managing and coordinating meetings</p> <p>Experience in extracting, managing, analysing and submitting data</p> <p>Interested in Youth Justice and Social Care.</p>	<p>Experience of dealing with clients in a service organisation.</p> <p>Able to work in multi-disciplinary agency.</p>

Committed to anti discriminatory practice

and GDPR compliance

Understanding of and commitment to the requirements of safeguarding children and young people.

Other Work Requirements

A satisfactory enhanced Disclosure and Barring Service check.

The ability to converse easily with members of the public and respond effectively to questions in spoken English

Good understanding of equal opportunities and customer care.

Good understanding of H&S.

A satisfactory enhanced DBS check

Ordering and management of office equipment

KEY CRITERIA	ESSENTIAL	DESIRABLE
--------------	-----------	-----------

Role models and demonstrates the Council's values and behaviours



All staff should hold a duty and commitment to observing the Council's Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and Council policies/procedures.