

## **JOB DESCRIPTION & PERSON SPECIFICATION**

<b>Group:</b>	COMMUNITY AND CHILDREN'S SERVICES
<b>Division:</b>	Children's Services
<b>Section:</b>	Business Support
<b>Sub Section:</b>	Child Protection & Reviewing Team
<b>Post Title:</b>	Administrative Assistant - Minute Taker
<b>Vision Post Number:</b>	161
<b>Grade:</b>	Grade 6
<b>Responsible to:</b>	Senior Administrative Officer
<b>Posts Reporting to this Post:</b>	none
<b>Team:</b>	Business Support
<b>DBS Required Level:</b>	No
<b>Location:</b>	Ty Catrin, Pontypridd
<b>Date of Description:</b>	January 2019

### **KEY OBJECTIVES**

**Contribute to the development and maintenance of quality administrative services for children in Rhondda Cynon Taf.**

### **SPECIFIC RESPONSIBILITY**

- To provide a 'minute taking' service to Child Protection Conferences in respect of children on the Child Protection Register –and a 'note taking' service for Children Looked After Reviews in respect of children looked after by the authority – this will be within the authority and locations outside of the authority.

- To provide administrative support in respect of all aspects of the Child Protection and CLA processes.
- To maintain accurate records in respect of any temporary or permanent movements for children on the Child Protection Register.
- To assist with the collation of statistical information.
- To comply and assist with the implementation of Health and Safety standards in accordance with statutory requirements and Departmental and Council Policies.
- To undertake any other duties commensurate with the Grade as directed by the line manager or as a mutually agreed development opportunity.

To carry out health and safety responsibilities in accordance with the Division's Health & Safety Responsibilities document.

To undertake such other duties and responsibilities commensurate with the grade, as may be reasonably required by the Service Director, or as a mutually agreed development opportunity.

**THE CONTENTS OF THE DOCUMENT WILL BE SUBJECT TO REVIEW FROM TIME TO TIME IN CONSULTATION WITH THE POST HOLDER. JOB DESCRIPTIONS MAY BE AMENDED TO REFLECT AND RECORD SUCH CHANGES.**

***Protecting Children and Vulnerable Adults is a core responsibility of all staff. All safeguarding concerns should be reported to the Cwm Taf Multi-Agency Safeguarding Hub (MASH).***

## PERSON SPECIFICATION

This Person Specification sets out the knowledge and / or qualifications, past experience and personal competencies that would be ideal for this particular post.

The **Knowledge/ Qualifications and Experience** sections describe what is required in terms of the technical ability that is needed to do this job successfully.

The **Competencies** section describes the kinds of non-technical skills, abilities and personal characteristics that the ideal person for this particular role would have. The competencies describe how that person would ideally work with other people and how they would approach their responsibilities.

The **Special Conditions and Professional Requirements** section describes any other qualities appropriate to the particular circumstances associated with this role.

ATTRIBUTE	ESSENTIAL	DESIRABLE
<b>KNOWLEDGE / EDUCATION</b>	Welsh Language Level 1 - All employees will be required to undertake a basic Welsh Language Induction to reach this level. Please refer to The Welsh Language Skills Guidance online <a href="http://www.rctcbc.gov.uk/WelshSkills">www.rctcbc.gov.uk/WelshSkills</a> .	NVQ Level 2.  Welsh Language Level 2 to Level 5. For details on the levels please refer to The Welsh Language Skills Guidelines, which can be found in the Welsh Services section of the RCT Council Website.
<b>EXPERIENCE</b>	Relevant office based experience including inputting and retrieving data from computer based systems.  Experience of Windows based packages and data quality processes.  Minute taking experience and / or willingness to undertake training.  Awareness of data protection requirements.	Child care systems.
<b>COMPETENCIES</b>		

<b>Achieving Results</b>	<p>Uses their initiative and works without close supervision.</p> <p><b>Plans &amp; Prioritises in advance to meet deadlines.</b></p>
Working in a Team	Helps and supports other team members.
Focusing on Service Users	Ensures customer's needs are met by responding to them efficiently and effectively.
<b>Personal Effectiveness</b>	<b>Is highly dependable and trustworthy.</b>
<b>Communicating Effectively</b>	<b>Sets out written communication clearly, accurately and in a well- structured way.</b>
Complying with Health & Safety	Takes responsibility for complying with all relevant H&S procedures and legislation.
SPECIAL CONDITIONS AND PROFESSIONAL REQUIREMENTS	