



## Role Profile

<b>Job Title:</b> Project Administrator Apprentice	<b>Grade/ Level:</b> Apprentice	<b>Post Number:</b> N/A
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<b>Directorate:</b> Adult Services	<b>Job Family:</b>	<b>Date Prepared:</b> 24 May 2021
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Role reports to: Development Manager: Safeguarding

### Job Purpose:

To work as part of the joint business support unit for Community Safety and Safeguarding Partnership to support the delivery of the independent scrutiny project and associated activities.

To complete Business Administration Level 3 apprenticeship.

### Key Accountabilities:

- To support the Partnership Safeguarding Development Manager in the development and implementation of the independent scrutiny project for the partnership.
- Coordinate engagement of stakeholders, the community, adults, children and young people in the work.
- Attend events and meetings related to the project.
- Liaise with partnership organisations and services.
- Record and collate data as required and make it available for relevant meetings.
- Co-ordinate information in a timely manner.
- Co-ordinate the up-keep of key contacts for areas of work.
- Support the creation and distribution of reports.
- Assist with the project report updates to the Dfe about the Reform bid.
- Contribute to team meetings.
- Maintain confidentiality of data and sensitive information.
- Support the partnership to meet its strategic priorities relating to the independent scrutiny project.
- Any other tasks as requested by Management for the Partnership Business Support Unit as and when required.
- To undertake the relevant academic and vocational qualifications.

### Supplementary Accountabilities:

Undertake any other duties that can be accommodated within the grading of this post

Job Scope: <i>Number and type of jobs directly managed:</i> None	Job Scope: None
Typical tasks supervised/allocated to others: None	Budget: None
	Assets: None

**Knowledge and Experience:**

- Good level of Literacy –5 GCSEs including Maths, English and ICT at grade 9 - 4 (A\*- C) or be willing to undertake Functional Skills Level 2.
- A commitment to understanding the safeguarding system and how it impacts on service users.
- A confident approach to dealing with colleagues
- Good experience of using Microsoft Packages, including Word, Excel, PowerPoint, and Outlook
- Good communication skills; written, telephone and face to face
- Good interpersonal skills
- Good time keeping and organisational skills
- Ability to work as part of a team
- Ability to be flexible and adaptable
- Ability to work on own initiative

**Decision Making:**

- Ability to make basic decisions in line with policy
- Ability to prioritise own workload to ensure all tasks are completed within the given time frames

**Contacts and Relationships:**

- Regular contacts with customers, line manager/mentor, other members of the wide team and children and young people, their families and workers.
- Maintain a strong relationship with colleagues in the partnership and other partner agencies.

**Creativity and Innovation:**

- Working closely together, improving communication and connectivity in order to make best use of our resources to support service users.
- Working in a collaborative manner with external and internal partners, community members and other bodies that interact with this role
- Have the ability to identify and make suggestions on how any improvement in the way the department operates
- Some creativity and innovation in how we communicate with children and young people, identifying new methods and channels of communication.

**Job Specific Competencies:**

- Good communication skills – both written and verbal.
- Good interpersonal skills.
- Demonstrate a commitment to understanding the experiences of children and young people who have been part of the safeguarding system.
- Sensitive and open minded in approach to children and young people.

**Values and Behaviours:**

We strive to underpin our culture of being 'At our Best' through strong management and authentic leadership. This means getting the management basics right. We own and demonstrate accountability, both individually and collectively, and aim to get things right first time. Building on this we also expect everyone at SBC to demonstrate and live our organisational values and behaviours, by displaying:

- Accountability at all levels
- Customer care and pride in what we do

- Continuous learning and evaluation
- Valuing one another and the contribution each of us makes

Employee Signature:

Print Name:

Date

Line Manager's Signature

Print Name:

Date: