



Role Profile

Job Title: Partnership Business Coordinator	Role Profile Number: BSN107
Grade: Grade M	Date Prepared: January 2019 Date reviewed: March 2023
Directorate/Group: Adults	Reporting to: Strategic Community Safety Manager
Structure Chart attached:	No

Job Purpose

- To provide efficient and effective clerical and administrative support to the Community Safety Partnership and its sub-groups as required
- To service including minute taking of nominated Partnership Meetings as agreed
- To maintain an accurate training administration system to ensure that delegates know when to attend training sessions, that a record is kept of such training and to collate evaluation data (both quantitative and qualitative), administer an online booking system and update the training pages on the Partnership website
- To support the Strategic Community Safety Manager in the budget monitoring process
- To lead the coordinators in the delivery of business administration for the unit

Key Accountabilities

- Develop, review, update and maintain business processes to support the work of the Partnership to provide assurance and learning across the community safety system including Domestic Homicide Reviews (DHRs) and OWHR Offensive Weapon Homicide Reviews
- Create, review, update and maintain BSU Procedures Manual
- Support the Strategic Community Safety Manager in undertaking the Community Safety Partnership Annual Report and Business Plan, securing the necessary input from Partnership members and sub-groups, and ensuring its timely publication and distribution
- Support the Strategic Community Safety Manager to develop, produce and disseminate information promoting the Partnership and its work within partner agencies, the wider professional community and to the public (including developing and maintaining the Partnership's website)
- Develop or contribute to the development of structure charts, terms of reference, information on roles for community safety arrangements including the executive, the partnership and its sub and working groups and keep information updated accordingly
- Agree and manage the timetable for and service Partnership meetings and sub groups, including taking

minutes of meetings

- Confirm as correct the minutes of Partnership meetings with the meeting Chair
- Process, maintain and monitor financial records for the CSP as required to ensure spend is within the amounts agreed, and invoice external agencies for grant contributions to the CSP budget as agreed by Executives and OPCC
- Raise and pay invoices, credit notes and refunds as required (authorised signatory for CSP)
- Resolve finance related queries from both internal and external sources
- Support the Safeguarding and Community safety training programme and other Partnership events/workshops, arranging venues and refreshments; maintaining training website; managing on-line bookings; invoicing/refunding delegates; investigating and resolving queries; maintaining training records and providing reports as required
- Provide cover for the safeguarding partnership co-coordinators when required
- Provide day to day management to a team of Business Support staff

Supplementary Accountabilities

- Administer the process and service OWHR/DHRs
- Provide a central administrative information point for all issues relating to the CSP

Knowledge & Experience

- Wide experience and knowledge of administrative systems
- Significant experience of and high levels of competence in using information systems and an extensive range of software
- Experience of taking minutes in complex environments
- Experience of staff management
- Excellent oral and written communication skills and the ability to relate effectively with officers at all levels
- Ability to managed a varied work programme to agreed deadlines (with well-developed skills in time management and prioritisation)
- Ability to problem solve and identify issues that need to be referred to a more senior level
- Awareness of the issues involved in handling sensitive and confidential information

Qualifications

- Good general education to above GCSE Level (e.g. A Level/ HND/ Degree/ NVQ/ Business or Management Qualifications) or equivalent complimentary experience

Decision Making

- Demonstrable evidence of successful problem solving and effective decision-making
- Process development at a practical level
- Defining and reassessing constantly changing priorities

Creativity and Innovation

- Innovative and able to recognise and develop the potential for doing things differently
- This role includes designing and implementing systems and practical procedures and keeping these under review

<u>Job Scope</u> Number and types of jobs managed <ul style="list-style-type: none">• Manage a team of up to 4 administrative staff Typical tasks supervised/allocated to others <ul style="list-style-type: none">• None	Budget Holder Responsibility Asset Responsibility:	No None
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Contacts and Relationships

- Working closely together, improving communication and connectivity in order to make better use of the resources, facilities, relationships and partnerships. Working in a collaborative manner with external and internal customers, community members and other bodies that interact with this role

Employee Signature:	Print Name:
Date:	
Line Managers Signature:	Print Name:
Date:	