



## Role Profile

<b>Job Title:</b> Partnership Administrator	<b>Role Profile Number:</b> SBC_10135
<b>Grade:</b> Level 5	<b>Date Prepared:</b> July 2023
<b>Directorate/Group:</b> Adults	<b>Reporting to:</b> Partnership Business Officer
<b>Structure Chart Attached:</b> No	

### Job Purpose

- To provide efficient and effective clerical and administrative support to the Swindon Partnership's and its sub-groups as required including supporting planning, facilitation and coordination of these.
- To service multi-agency partnership meeting's including minute taking 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.

### Key Accountabilities

- Maintain processes to support the work of the Partnership's, in particular processes to support the carrying out of Child Safeguarding Practice Review (CSPR) / Safeguarding Adult Reviews (SAR)/Domestic Homicide Reviews (DHR) and any new legislative reviews imposed on the partnerships.
- 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).
- Contribute to the development of structure charts, terms of reference, information on roles and responsibilities etc. for the Partnership and its sub and working groups and keep information updated accordingly.
- Safely and securely save and update sensitive information on relevant systems
- Service Partnership meetings and sub groups including minute taking
- To support the joint partnership training programme and other Partnership events/workshops, arranging venues and refreshments; maintaining training web site; managing on-line bookings; invoicing delegates; maintaining training records and providing reports as required;
- Maintain online booking system when implemented

### **Supplementary Accountabilities**

- Provide a central information point for all issues relating to the Joint Partnership arrangements and sub groups

### **Knowledge & Experience**

*Candidates must have substantial knowledge and experience in the following areas of business and will be required to provide evidence of this:*

- 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. (Web development knowledge would be an advantage)
- Experience of taking minutes in complex environments

### **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
- Ability to identify when information needs to be escalated in a timely manner

### **Creativity and Innovation**

- 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

<p><b><u>Job Scope</u></b></p> <p><b>Number and types of jobs managed</b></p> <ul style="list-style-type: none"> <li>• None</li> </ul> <p><b>Typical tasks supervised/allocated to others</b></p> <ul style="list-style-type: none"> <li>• Administrative tasks</li> </ul>	<p><b>Budget Holder</b></p> <p><b>Responsibility</b></p> <p><b>Asset Responsibility:</b></p>	<p>No</p>
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**Contacts and Relationships**

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**Values and Behaviours**

**Swindon Borough Council have 3 commitments to be At Our Best:**

- A Learning Organisation
- Improving Performance
- Employee Experience

Our current values are:

*At Swindon what we do really matters*

We love ‘our’ Swindon. We want the best for it. We turn up each and every day to have impact, a place and people to be proud of.

*At Swindon we do things right*

We are accountable to our residents and ourselves to make the best decisions we can, to try new things to make Swindon thrive now and in the future.

*At Swindon we make it happen together*

We work together, with our communities, across the Council and with our partners to get the best we can collectively for Swindon.