



SWINDON
BOROUGH COUNCIL

Role Profile

Job Title: Safeguarding Partnership Administrator	Role Profile Number: BSN108
Grade: L	Date Prepared: January 2019
Directorate/Group: Children's & Adults Commissioning	Reporting to: Strategic Manager Safeguarding
Structure Chart attached:	Yes

Job Purpose

- To provide efficient and effective clerical and administrative support to the Swindon Safeguarding 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.

Key Accountabilities

- Maintain processes to support the work of the Partnership, in particular processes to support the carrying out of Child Safeguarding Practice Review (CSPR) / Safeguarding Adult Reviews (SAR).
- Produce and disseminate information promoting the safeguarding 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 Safeguarding Partnership and its sub and working groups and keep information updated accordingly.
- Service Partnership meetings and sub groups including minute taking
- To support the Safeguarding 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
- To process, maintain and monitor financial records for the safeguarding arrangements as required to ensure spend is within the amounts agreed

Supplementary Accountabilities

- Provide a central information point for all issues relating to the Safeguarding Partnership 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.

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

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

Values and Behaviours

We strive to underpin our culture through strong management and authentic leadership, this means getting the management basics right, and ensuring what we commit to individually and collectively, we own and demonstrate accountability aiming to get things right first time. Building on this we also expect everyone at SBC to demonstrate and live our organisational values and behaviours , this means in our work we are:

Connected: We put Swindon and its people at the heart of everything we do.

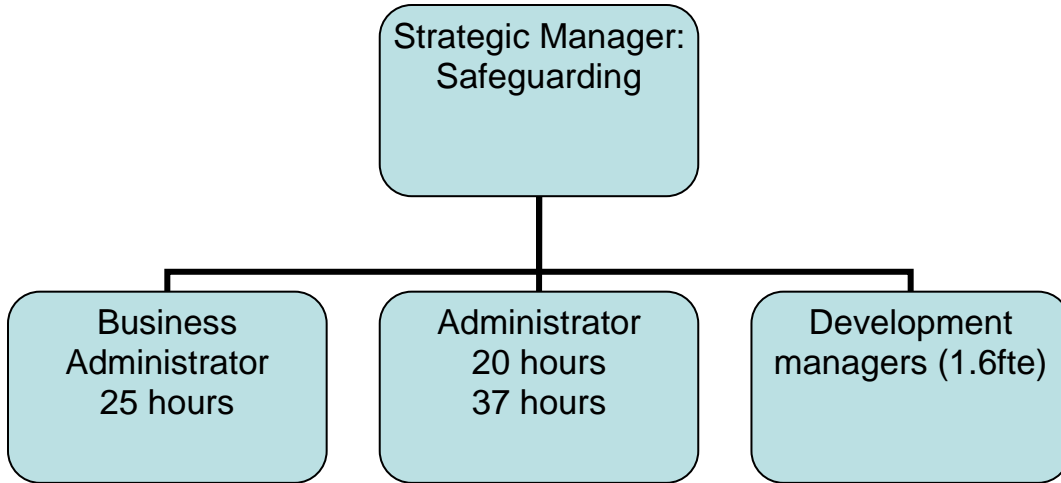
We display a communication and behaviour style that promotes a positive Council identity in connecting with residents, customers, colleagues and other stakeholders ensuring a partnership approach to delivering our vision. Always asking, “is what I am doing in the best interests of Swindon and its people,”?

Resilient: We are forward thinking and work smart

We seek to identify where things can be improved, ensuring this learning is embedded, evaluated and built upon through a strong approach to continuous organisational development.

Brave: We respect and work together with our colleagues and customers to achieve success

We act in an emotionally intelligent way, setting positive examples around accountability, risk and governance. This will be delivered through developing ourselves and our teams to achieve the highest possible levels of productivity and performance.



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