



JOB DESCRIPTION

DIRECTORATE: Families and Wellbeing

SERVICE: Rapid Community Response Service / Assessment and Care Management Community Teams.

POST DETAILS

Job Title: Admin Assistant

Grade: Grade 4 SCP 6-7

Location of Work: Irwell Road

Directly Responsible To: Team Manager

Hours of Duty: 30 hours between the hours of 8am to 8pm 7 days per week. (Rota)

Primary Purpose and Scope of the Job:

To provide administrative support to the Team and Service. Responsible for undertaking specific tasks to ensure the functions of the team are progressed efficiently within agreed timescales and according to defined procedures and functions in accordance with the Authority and Directorate policies and procedures.

WORKING RELATIONSHIPS

Contact with the team and department members, NHS organisations, other statutory organisations, external contractors/suppliers, contracted partners and other independent or voluntary agencies, service users and their carers or representatives.

TASKS AND ACCOUNTABILITIES

1. To work as part of a team providing administrative support duties will include collating staff pay, answering phones, typing reports and correspondence, photocopying and filing.
2. To arrange meetings, safeguarding and other events, effectively and to a high standard.

3. This post will include an element of dealing with highly confidential information and using a high level of discretion.
4. Respond independently to correspondence and produce complex and confidential reports, and statistical information to a high standard and produce work to strict deadlines.
5. To collate, analyse and present management information in written, electronic or graphical formats to assist the team / operational managers to monitor referral trends and enable appropriate actions to meet targets and inform future service development.
6. To prepare agendas and type up notes of meetings connected with the work of the team/department or the job holder's own specified area of work.
7. To liaise with partner agencies and others as required, on behalf of team and/or operational manager.
8. To undertake such other duties as may be allocated from time to time within the scope of the post, by the head of service, operational or team manager.
9. Update and maintain information systems to ensure delivery of a high level of service and to ensure that financial systems are maintained, orders processed and receipted and budgetary information provided as required.
10. To accurately record and update data monitoring systems to make sure that information is up to date.
11. To identify problems by continuous review and make recommendations for improvements, so as to contribute to the achievement of the team's overall service objectives.
12. To carry out all duties with due regard to confidentiality and data protection regulations.
13. The post holder should use initiative to prioritise and organise their own workload.
14. To undertake such additional duties as are reasonably commensurate with the level of this post.
15. To work with other team members to design and implement administrative procedures and processes that will meet the needs of the service.
16. To carry out all duties with full regard to the Council's Equal Opportunities and Health & Safety policies.
17. To be committed to personal development in line with corporate requirements.

REVIEW ARRANGEMENTS

The details contained in this Job Description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the jobs may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Council will expect to revise this Job Description from time to time and will consult with the postholder at the appropriate time.

Date Job Description prepared/revised:

Prepared/revised by:
