



Coventry City Council

Job Description

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| Job Title: | Senior Administrator- Adult Services | Job Number: | X9069L |
| Service: | Adult Services (IPS) | Grade: | 3 |
| Location: | Any Location providing Adult Services | | |

Job Purpose:

To provide a high quality administrative and general office support to services, teams and individuals within the City Council Adult Services.

Main Duties and

Responsibilities: Service

Management

People Management

1. Assist with the allocation and prioritisation of work to the Administrators and undertaking quality checks in relation to the work produced by the team.
2. Provide support to the team in the absence of the team leader, occasionally deputising in their absence
3. Undertake training of team members in office systems and procedures and health and safety requirements
4. Any other duties and responsibilities within the range of the salary grade.

The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equality, Diversity and Inclusion Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Responsible for: N/A

Responsible to: Admin Team Leader- Adult Services

Date Reviewed:

Updated: July 2020



Coventry City Council

Person Specification

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| Area | Description |
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| Knowledge: | • Knowledge of the services provided by Local Government |
| | • Knowledge of IT packages and systems to support word processing and presentation of documents |
| | • Health and Safety in relation to the office environment |
| | • Basic knowledge of data protection implications |
| | • Of equal opportunities issues in relation to delivering services to the public and in the workplace |

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| Skills and Abilities: | • Ability to prioritise own workload and that of others |
| | • Ability to work flexibly and respond to changing priorities |
| | • High level of communication and interpersonal skills, both written and verbal to deal with members of the public and establish rapport with colleagues and team members |
| | • Ability to maintain confidentiality of information |
| | • Ability to be able to train and guide team members in office procedures |
| | • Excellent organisational skills to maintain office systems and arrange meetings |
| | • Ability to take and produce high quality minutes in the support of meetings |

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| Experience: | • Of a wide range of clerical and administrative work |
| | • Of using and maintaining computerised systems |
| | • Of producing a range of high quality word processed documentation e.g. reports |
| | • Of dealing with a wide range of people in order to handle enquiries and resolve enquiries |

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| Educational: | • Formal IT qualification e.g. RSA, Clait, NVQ, ECDL or equivalent experience |
| | • Willingness to undertake training and develop knowledge and skills |

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| Special Requirements: | • This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS). |
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Date Reviewed:

Updated: July 2020