

## Job Profile comprising Job Description and Person Specification

### Job Description

<b>Job Title:</b> Senior Business Support Officer	<b>Grade:</b> SO1
<b>Section:</b> Wandsworth Safeguarding Children's Partnership	<b>Directorate:</b> Children's Services
<b>Responsible to following manager:</b> Service Manager Wandsworth Safeguarding Children's Partnership Business Support Team Manager	<b>Responsible for following staff:</b> None
<b>Post Number/s:</b> 100021TX	<b>Last review date:</b> November 2019

#### Working for the Richmond & Wandsworth Better Service Partnership

This role is employed under the Richmond & Wandsworth Better Service Partnership. The overall purpose of Richmond & Wandsworth is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

Richmond & Wandsworth Better Service Partnership aims to be at the forefront of innovation in local government and the organisation will invest in the development of its staff and ensure the opportunities for progression that only a large organisation can provide.

#### Job Purpose

To provide efficient and effective clerical and administrative support to the Wandsworth Safeguarding Partnership and its sub-groups as required.

To service including minute taking of nominated partnership meetings as agreed.



To work on behalf of the partnership and Business Manager with a broad range of individual and organisational contacts involved with safeguarding from across the public, private, voluntary and independent sectors. This will include contact with elected members, chief officers and heads of service.

To support the statutory Official functions of the Partnership as per the requirements of the Children and Social Work Act 2017 and Working Together to Safeguard Children 2018.

### **Specific Duties and Responsibilities**

1. Maintain processes to support the work of the Partnership, in particular processes to support the carrying out of Child Safeguarding Practice Reviews (CSPR).
2. 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).
3. 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.
4. Service partnership meetings and sub-groups including minute taking.
5. To support the safeguarding training programme and other partnership events/workshops, arranging venues and refreshments.
6. To process, maintain and monitor financial records for the safeguarding arrangements as required to ensure spend is within the amounts agreed
7. To lead and assist with the compliance of procedures for financial and budgetary control following financial systems as required by the Local Authority. Carrying out financial transactions in accordance with audit procedures. To maintain budget and Petty Cash and imprest accounts (where applicable) and make payments as required and that systems are in place to track transactions.
8. To support multi-agency audit processes through the arrangement of meetings, distribution and collection of information and taking of minutes.
9. To support the planning and response of partner agencies to any Joint Targeted Area Inspection within Wandsworth.

## Generic Duties and Responsibilities

- To contribute to the continuous improvement of the services of Richmond & Wandsworth Better Service Partnerships.
- To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety.
- To adhere to security controls and requirements as mandated by Richmond & Wandsworth procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems
- To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
- To understand both Councils' duties and responsibilities for safeguarding children, young people and adults as they apply to the roles within the Councils.
- The profile is not intended to be an exhaustive list of the duties the post holder will carry out. Other reasonable duties commensurate with the level of the post, including supporting emergency and priority situations, will form part of the role.

## Person Specification

<b>Job Title:</b> Senior Business Support Officer	<b>Grade:</b> SO1
<b>Section:</b> Wandsworth Safeguarding Children's Partnership	<b>Directorate:</b> Children's Service
<b>Responsible to:</b> Service Manager – Wandsworth Safeguarding Children's Partnership Business Support Team Manager	<b>Responsible for:</b> N/A
<b>Post Number/s:</b> 100021TX	<b>Last Review Date:</b> November 2019

### Our Values

THINK BIGGER

EMBRACE DIFFERENCE

CONNECT BETTER

LEAD BY EXAMPLE

PUT PEOPLE FIRST

Our Values are embedded across the Richmond and Wandsworth Better Service Partnership and throughout all roles and responsibilities at all levels of the organisation. Please [familiarise yourself with our values](#) as they are an integral part of our recruitment and selection process.

Person Specification Requirements			Assessed by A/I/T/C (see below for explanation)
Knowledge	Essential	Desirable	Assessed
An understanding of the importance of confidentiality and understanding of safeguarding Children and Young People	X		A/I
Sound knowledge and experience of Microsoft Office (Word Excel Outlook Access and PowerPoint) and an ability to provide some IT support and advice to new team members.	X		A/I
Experience	Essential	Desirable	Assessed

Experience of working in a busy social care environment with professionals and public.	X		A/I
Have a broad range of practical and procedural knowledge of office administration or to hold a relevant qualification at NVQ Level 3 or equivalent	X		A/I
Official Experience of providing office administrative support to a large diverse group of people working across a partnership.	X		A/I
Experience of a Content Management System (CMS) to maintain and update the Safeguarding website	X		A/I
Experience of event organisation and co-ordination.	X		A/I
<b>Skills</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessed</b>
Ability to maintain data integrity through accurate and timely recording of information.	X		I/T
Ability to collect and collate information quickly and accurately such as minute taking.	X		I/T
Ability to deal with competing demands through planning and prioritization in order to meet deadlines.	X		I/T
Ability to deal sensitively, calmly and effectively with enquiries from a range of staff, partners and telephone or personal callers.	X		I
Ability to accurately enter spreadsheet and database information and produce reports.	X		I/T
Ability to maintain payment systems and to manage filing and record keeping systems (manual and electronic).	X		I/T
Ability to take and relate messages accurately.	X		I/T
<b>Qualifications</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessed</b>
Good levels of numeracy and literacy.	X		I/T
A willingness to engage in professional development, the appraisal processes and a willingness to attend training as required.	X		I

**A – Application form / CV**

**I – Interview**

**T – Test**

**C - Certificate**