

## Role Profile

<b>Job Title:</b>	<b>R104 Conference &amp; Review Administrator</b>
<b>Location:</b>	<b>Colindale</b>
<b>Department:</b>	<b>Children's Services</b>
<b>Directorate:</b>	<b>Workplace Development and Safeguarding</b>
<b>Grade:</b>	<b>F</b>
<b>Type of Working:</b>	<b>Onsite working</b>
<b>Reports to:</b>	<b>Conference &amp; Review Support Manager</b>

### 1. Job Purpose:

To assist with the compliance of administrative procedures, as set down in statutory guidelines in relation to Child Protection Conferences and Reviews for children in Care.

Provide a comprehensive Conferencing service, assisting with ensuring that a thorough record of Child Protection Conferences is completed in every case within timescales and entering information on to the case management system, LCS.

To distribute confidential minutes of reviews following Barnet's Data Protection policy

To respond appropriately and sensitively to angry and distressed members of the public and clients within the context of relevant procedures.

To ensure that client confidentiality is always maintained.

To continually evaluate, co-ordinate & develop administrative functions.

Carry out procedures to collect and provide statistical information.

Data input/record keeping of children's records

Other administrative duties related to the Safeguarding Division

## 2. Key accountabilities:

Complex diary management of approx. 1000+ meetings per year.

Minute taking, notification and invite process of these meetings to key stakeholders including keeping detailed records

Ability to digest, understand and identify crucial information shared at Child Protection conferences and be able to write this up in context; excellent listening skills are essential

Update and maintain electronic filing systems and LCS, ensuring security and confidentiality of information in accordance with the Data Protection Act and workplace guidelines.

To distribute the minutes of reviews for Children in Care/subject of a CP plan to set deadline and adhering to confidentiality and ensuring quality assurance standards are upheld

Cross referencing detailed and complex information (and challenging where necessary) data held on Barnet records. This will include analysing data pertaining to Performance Indicators.

Deal sensitively with highly confidential information of a potentially distressing and emotionally disturbing nature and with distressed or angry callers.

Servicing and processing of claim forms for GP's who submit reports for Child Protection Conferences

## 2. Financial Responsibilities:

None

## 3

### Health and Safety Responsibilities:

As an employee of the London Borough of Barnet, you are required to:

- Abide by Barnet's health and safety policy and associated arrangements
- Complete mandatory health and safety training
- Follow safe systems of work and use devices/guards provided for safety.
- Wear/use personal protection equipment were issued and instructed to do so, including lone working devices.
- Report any Accident/Incidents/Hazards.
- Take care of your own and other's safety, health and wellbeing

## 4.

To ensure that customer care is maintained to the agreed standards according to the council's values. To ensure that a high level of confidentiality is maintained in all aspects of work. Our values:

**C**aring / **L**earning to Improve / **I**nclusive / **C**ollaboration

**5. Flexibility**

In order to deliver the service effectively, a degree of flexibility is needed and the post-holder may be required to perform work not specifically referred to above. Such duties, however, will fall within the scope of the post, at the appropriate grade.

**7. The Council's Commitment to Equality**

To deliver the council's commitment to equality of opportunity in the provision of services. All staff are expected to promote equality in the workplace and in the services the council delivers.

## PERSON SPECIFICATION

<b>Job Title</b>	<b>R104 – Conference and Review Administrator</b>
<b>Location:</b>	<b>Colindale</b>
<b>Department:</b>	<b>Children’s Services F Onsite working Conference &amp; Review Support Manager</b>
<b>Directorate:</b>	<b>Workplace Development and Safeguarding</b>
<b>Grade:</b>	<b>F</b>
<b>Type of Working</b>	<b>Onsite working</b>
<b>Reports to:</b>	<b>Conference &amp; Review Support Manager</b>

<b>Criteria</b>	<b>Essential/Desirable</b>	<b>Assessed by:</b>
<b>Experience &amp; Knowledge</b>		
Extensive & relevant experience, operating at a senior level in administrative processes	Essential	Application/Interview
Experience of producing accurate and detailed minutes of complex conferences/meetings to deadlines	Essential	Application/Interview
Experience of working with confidential information & Data Protection protocols	Essential	Application/Interview
Experience of communicating with both the public and external agencies via all mediums (Telephone, email, written)	Essential	Application/Interview
Relevant and appropriate experience in the use of Microsoft Offices packages (Word, Excel, Outlook, PowerPoint)	Essential	Interview
Experience of working with complex databases to update / log / store /share / manage information	Essential	Application/Interview
Working within a local authority	Desirable	Application/Interview
<b>Skill &amp; Ability</b>		
WP/Typing skills, minimum 55 wpm	Essential	Interview
Able to demonstrate numeracy skills	Essential	Interview
Ability to evaluate significance and urgency of information received and take appropriate action	Essential	Interview

Ability to work as a member of a team with a flexible approach to carrying out duties	Essential	Interview
Ability or experience of managing stress as a result of dealing with emotionally disturbing material and group dynamic	Essential	Interview
Ability to maintain record systems and work in a methodical way, following processes and templates	Essential	Application
Ability to demonstrate effective & beneficial communication skills in working with other agencies	Essential	Application
Knowledge of the Children Act	Desirable	Interview
Knowledge of Data Protection Act	Desirable	Interview
Knowledge of Child Protection legislation	Desirable	Interview
Flexible approach to service demands	Essential	Interview
<b>Values &amp; Behaviours</b>		
<b>Caring</b>		
Integrity- I work with colleagues in a way that builds trust.	Essential	Interview
Empathy- I say "thank you" and "well done" where appropriate, and take time to 'check in' to see if the people I work with are ok	Essential	Interview
Support- I support my colleagues to deliver excellent services. I focus on resolving any issues and capturing lessons learnt	Essential	Interview
<b>Learning to Improve</b>		
Agile-I am fully empowered to act within the scope of my role	Essential	Interview
Growth Mindset- I take responsibility for my own personal development, growth and learning and support others with their learning and development where I can	Desirable	Interview
<b>Inclusive</b>		
Personal Responsibility- I am curious about what is important to others around diversity. I reflect and act upon this curiosity to improve my own understanding	Essential	Interview
<b>Collaborative</b>		
One Team- I actively and purposefully build my network of relationships with people across the Council and with partners. I proactively seek feedback and evidence as a	Essential	Interview

Caring for **people**, our **places** and the **planet**

way of learning from and improving the way I work with others		
Accountable- I accept responsibility for my own actions and decisions, and demonstrate commitment to ensuring these align to what is best for Barnet	Essential	Interview
Outcomes Focused- I adapt my way of working to best suit the outcome we are trying to achieve within the scope of my role and professional standards	Essential	Interview