

Role Profile

Job Title:	Risk Outside the Home Business Administrator
Location:	Colindale
Directorate:	Family Services
Grade:	F
Salary Range:	£34,488 - £36,585
Reports to:	Strategic Lead for Risk and Harm Outside the Home

1. Job Purpose:

- To provide administrative and clerical support to the Strategic Lead, and the Risk Outside the Home Service.
- To maintain business support and data systems that enable a clear oversight and escalation of young people who go missing or at risk of violence and exploitation.
- To coordinate, arrange and administrate various; quarterly, monthly and ad hoc multi agency high risk incident meetings including; Strategic Risk Outside the Home (STROTH) Panel, Tackling Violence and Exploitation Panel, Partnership intelligence briefings, Complex Strategy and mapping meetings.
- To record, and distribute accurate, timely and comprehensive minutes and to track agreed actions of panel meetings as well as complex strategy discussions chaired by the Strategic Lead for Vulnerable Adolescents. Ensuring minutes are uploaded and entered on to LCS.
- To coordinate the ROTH team: business management meetings, shared calendars, email, supervision sessions,
- To coordinate and provide support for multi-agency training events connected with Risk outside the home.
- 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:

- Ensuring (and challenging when necessary) that social workers and professionals are invited to meetings and panels at the required time slots.
- Working with the strategic lead ensuring that cases escalate to the correct panel in which important safeguarding decisions are made.
- Data Retrieval and collation of information to support colleague's participation in multi-agency meetings to safeguard young people.
- Process and respond to requests for information of prospective adults hoping to work with children from other agencies to set deadlines.
- Assist with referral taking and dealing with urgent referrals
- Complex diary management of; panels, strategy meetings, and training events.
- Notification, consultation and invite process of these meetings to key agencies including keeping detailed records and uploading of letters to ICS.
- Update and maintain electronic filing systems, ensuring security and confidentiality of information in accordance with the Data Protection Act and workplace guidelines.
- Working to deadlines to send out the minutes of complex strategy meetings, STROTH and complex risk panels. Adhering to confidentiality and ensuring quality assurance standards are upheld. The process for this will also include updating ICS with this information and other relevant spread sheets.
- Assist with the development of systems to monitor the movement of children subject to STROTH in and out of Barnet.
- Be responsible for booking and initiating the admin process of arranging STROTH and Complex Risk Panels, training events, briefings and strategy meetings including recording future dates appropriately, including liaison with multi agency professionals.
- Ability to digest, understand and identify crucial information shared at STROTH and Risk Panels and be able to write this up in context; listening skills are essential.
- Attend and minute if necessary any meetings to produce a concise, detailed and accurate record of the information presented, including contributions from all attendees.
- To assist with accurately recording the discussion leading to a decisions regarding young people and, if applicable, to clearly identify the decisions and recommendations which form the basis of the safety plan.
- Records may be the subject of scrutiny as part of an independent investigation into a complaint about the case conference. The process of scrutiny may include an independent investigator and a panel of senior members of the Local Authority and

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other agencies Police Child Protection Team, Health, whose basis of investigation and enquiry will be the case conference record.

- Reproduction of reports relevant to the child protection Conference, to be produced in readiness of the meeting. To produce and distribute decisions of STROTH and Risk Panel, Strategy minutes within 72 hours and minutes within statutory timescales [i.e. within 20 working days] of the meeting
- Maintain accurate computer (via ICS) and manual systems to record CP Plan activity.
- Assist with the development of systems to monitor the movement of children subjects of STROTH.
- For in person meetings to maintain meeting rooms; this will include set up of the rooms ensuring agenda's and forms are ready for the meeting and clearing confidential information from Boards/tables etc.
- Deal sensitively with highly confidential information of a potentially distressing and emotionally disturbing nature and with distressed or angry callers.
- Circulation and distribution of information pertaining to missing vulnerable children or movement of children on a CP plan subject to statutory guidelines.

3. Promotion of Corporate Values

To ensure that sharp customer care focus is maintained to the agreed standards according to the council's values, policies, and guidance. Our values:

Caring / Learning to Improve / Inclusive / Collaboration

To ensure that a high level of confidentiality is maintained in all aspects of work, whilst facilitating the storing and sharing of information in line with the Data Protection Act 1998 and the Crime and Disorder Act 1998.

To ensure that the Council is appropriately represented to a high professional standard and its values upheld in public arenas.

4. 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.

The post holder may be required to work outside normal office hours including

evenings, weekends, and Bank Holidays.

5. 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

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Criteria	Essential/Desirable	Assessed by:
Professional Membership/Qualification		
Relevant administrative and/or secretarial qualifications are desirable as is relevant experience in a related environment.	Essential	Application
Educated to Level 3, A-Level or equivalent by experience.	Essential	Application
Experience & Knowledge		
Experience of working successfully in an administrative role.	Essential	Application/Interview
Experience of effective public contact.	Essential	Interview
Experience of producing accurate and detailed minutes of complex meetings to deadlines.	Essential	Application/Interview
Experience of data collection, IT and monitoring processes.	Essential	Application/Interview
Experience of supporting budget monitoring and procurement.	Essential	Application/Interview
Proven competency to handle confidential/sensitive personal information in an appropriate and secure manner.	Essential	Interview
Experience of complex diary management.	Essential	Application/Interview
Knowledge and understanding of children's/family services.	Essential	Application/Interview
An understanding of safeguarding.	Essential	Application/Interview
Ensure that all personal data is handled securely and in strict compliance with the data protection legislation and Family Services and the Council's data management protocols	Essential	Interview
Competent and confident in the use of standard Microsoft Office products such as Word, Excel, Powerpoint.	Essential	Application/Interview

Skill & Ability		
Good level of practical skills in dealing with complex diary management.	Essential	Interview
Clear understanding of data collection systems and operation.	Essential	Application/Interview
Ability to support data and administrative systems under direction.	Essential	Application/Interview
Ability to carry out clear processes which monitor and measure performance.	Essential	Application/Interview
Ability to understand budget monitoring and procurement processes.	Essential	Application/Interview
Skills in communicating effectively with members of the public and various stakeholders.	Essential	Interview
An understanding of partnership and multi-agency working and an ability to work well alongside colleagues with different roles and experiences.	Essential	Interview
An understanding of own role in supporting the operational requirements of a multi-disciplinary service.	Essential	Application/Interview
A general understanding of Ofsted inspection frameworks around Children and family service delivery.	Essential	Application/Interview
Ability to provide effective access to services across different delivery venues.	Essential	Interview
Values & Behaviours		
Caring		
Integrity- I work with candidates and colleagues in a way that builds trust.	Essential	Interview
Support- I support my colleagues to deliver excellent services. I focus on resolving any issues and capturing lessons learnt	Essential	Interview
Learning to Improve		
Agile-I am fully empowered to act within the scope of my role	Desirable	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
Inclusive		
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	Desirable	Interview
Collaborative		

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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	Desirable	Interview