

# Kent County Council

## Job Description: Senior Administration Officer

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<b>Directorate:</b>	<b>Strategic and Corporate Services</b>
<b>Unit/Section:</b>	<b>Kent and Medway Safeguarding Adults Board Business Unit</b>
<b>Grade:</b>	<b>KR6</b>
<b>Responsible to:</b>	<b>Kent and Medway Safeguarding Adults Board Manager</b>

### **Purpose of the Job:**

Provide an effective business support service to support the Kent and Medway Safeguarding Adults Board through robust diary management, the forward planning of meetings, the management of all associated administration of tasks allocated by working groups, the arranging and provision of multi-agency training and implementation of efficient processes and procedures to improve the level of service provided to multiagency stakeholders.

Organise, support and administer all arrangements for the Kent and Medway Safeguarding Adults Board and Working Groups.

### **Main duties and responsibilities:**

- Working in conjunction with the Board Manager and other team members, deliver effective administration and support to facilitate the smooth running of the business of the Executive Board, Business Group and other working groups.
- Provide comprehensive administrative support to a group of senior managers/team/multi-agency partners, including diary and time management, reviewing all correspondence, tracking replies and progress chasing within the appropriate timescales, formal minute taking and note of meetings in order to enable the manager/team to discharge their duties effectively.
- Plan, organise and coordinate multi-agency training and other internal and external meetings, including large gatherings such as seminars and involving external agencies and speakers, preparing itineraries and undertaking research where required, ensuring that the whole process runs smoothly and that every administrative aspect is covered.
- Devise and oversee a range of administrative tracking systems, including monitoring all initiatives and projects allocated by the Board, correspondence, reviews and action plans, to ensure that progress is maintained and that all relevant action is taken as necessary.
- Oversee the development and review of processes, including maintaining websites, the database and filing systems, tracking key documents, to ensure that files are constantly updated and that systems are adapted to improve effectiveness in line with the County's Record Retention Policy, data protection and freedom of information protocols.
- Research, co-ordinate and analyse data, chasing individual responses from senior managers relating to specific issues on behalf of the line manager and Board, to ensure that any reports to management teams, the Board, Cabinet or Committees are prepared and submitted within agreed timescales.
- To undertake a range of tasks delegated by the line manager and/or other managers in the team in order to progress Kent and Medway Safeguarding Adults Board objectives

priorities, including providing appropriate support to initiatives and activities arising from the work of the team.

- Oversee the administration of financial systems relating to expenditure and income, e.g. processing invoices, monitoring expenditure and processing changes, in accordance with financial regulations and directorate procedures.

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

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## Person Specification: Senior Administration Officer

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	<b>CRITERIA</b>
<b>QUALIFICATIONS</b>	Level 2 or Level 3 Diploma or equivalent
<b>EXPERIENCE</b>	Experience of working directly for a Senior manager
<b>SKILLS AND ABILITIES</b>	<p>Excellent interpersonal, organisational and prioritisation skills, and the ability to display professionalism and courtesy when dealing with all levels of staff, elected members and external contacts</p> <p>Computer and systems literacy – ability to develop, monitor and maintain effective computerised and manual systems to produce a range of documents and reports, non standard reports, and to manage diaries using Microsoft Office, including, outlook, Excel spreadsheets and Word.</p> <p>The ability to take accurate notes and minutes during meetings, to take a pro-active approach to tracking action points from meetings and correspondence, in liaison with the managers concerned, and to co-ordinate the arrangements for meetings and appointments.</p> <p>Ability to arrange and manage a multiagency training programme.</p> <p>Commitment to equalities and the promotion of diversity in all aspects of working</p> <p>Ability to work on own initiative, working to tight deadlines. Ability to plan and prioritise workload and balance constantly changing priorities.</p>
<b>KNOWLEDGE</b>	<p>Knowledge of the services provided by the Kent and Medway Safeguarding Adults Board</p> <p>Knowledge of a range of IT systems, and computerised &amp; manual filing systems.</p> <p>Knowledge of the County's Record Retention Policy and Freedom of Information protocols or awareness of the requirement for this policy and protocol.</p> <p>Understanding data protection, information governance and confidentiality.</p> <p>Staff will be expected to have an awareness of and work within national legislation and Corporate and Directorate policies and procedures relating to Health and Safety</p>

**BEHAVIOURS AND  
KENT VALUES**

**Kent Values:**

- We are **brave**. We do the right thing, we accept and offer challenge
- We are **curious** to innovate and improve
- We are **compassionate**, understanding and respectful to all
- We are **strong together** by sharing knowledge
- We are all **responsible** for the difference we make

Our values enable us to build a culture that is:

**Flexible** - willing to take (calculated) risks and want people that are flexible and agile

**Curious** - constantly learning and evolving

**Compassionate and Inclusive** - compassionate, understanding and respectful to all

**Working Together** - building and delivering for the best interests of Kent

**Empowering** - Our people take accountability for their decisions and actions

**Externally Focused** - Residents, families and communities at the heart of decision making