

Role Title: Specialist Minute Taker
Salary: Band 7
Location: Bradford
Report to: Business Support Manager

About Us

Bradford has created a new Children and Families Trust, which has been commissioned by Bradford Council to deliver a wide range of services for children, families and young people on their behalf. The Trust is accountable for determining how outcomes of these services are achieved and for the day-to-day running of commissioned children's services.

This is an important opportunity to renew our approach to delivering the support that Bradford's children, young people and families in need, by renewing services and creating a new organisation. We are bringing the mindset, dynamism and energy of a start-up together with the national expertise and determination of the Trust's Board, senior leadership and our colleagues' practical experiences of providing children's services in Bradford.

As a new organisation, Bradford Children and Families Trust has established our own purpose, vision, and outcomes for what we aim to achieve.

Our vision: For all children and young people in Bradford to be safe and able to realise their full potential.

Our purpose: To provide high-quality services with partners that help safeguard, support and promote the welfare of children, young people and families across the Bradford District.

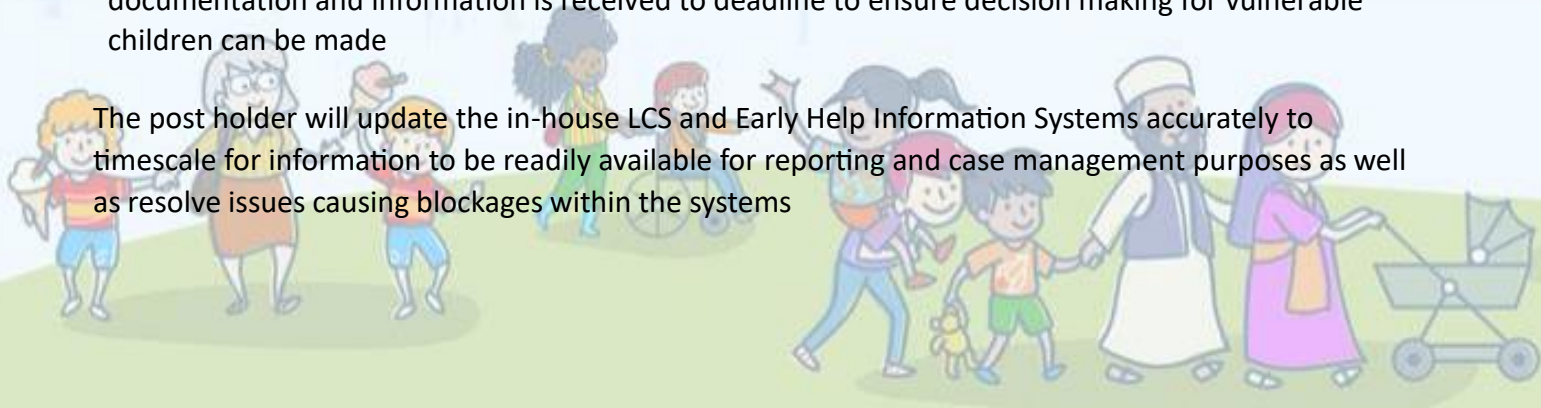
We will achieve this through continuous improvements in our services and positive collaboration with our staff, our partner organisations.

Job Overview

The post holder will provide a professional, flexible, proficient and confidential minute taking and administrative service within a designated area of Children's Services, dealing with extremely sensitive and highly confidential information, within established policies and procedures and to strict deadlines.

The post holder will liaise with internal colleagues and partnering agencies ensuring that all documentation and information is received to deadline to ensure decision making for vulnerable children can be made

The post holder will update the in-house LCS and Early Help Information Systems accurately to timescale for information to be readily available for reporting and case management purposes as well as resolve issues causing blockages within the systems



Main Duties and Responsibilities

- To administer the setup of multi-agency meetings and panels in relation to vulnerable children, identifying and arranging dates, times and venues, sending out invites and pulling together agenda's and running orders, all within timescales
- To liaise with professional colleagues and members of multi-agency groups to obtain detailed and accurate information in report form, essential to the meeting and decision making process
- To attend and facilitate meetings and panels ensuring resources and equipment are available for the meeting to take place
- To take and produce clear, relevant and accurate minutes including decisions and
 - / or recommendations of complex meetings and panels relating to vulnerable children and children who are at risk of significant harm within timescales and deadlines
- To circulate, via agreed secure methods, minutes, decisions and recommendations from meetings and panels within timescales and deadlines.
- To record and maintain accurate and up to date information on the in-house LCS and Early Help database.
- To identify, raise and assist in resolving data issues and blockages on the in- house LCS and Early Help database systems as required.
- To record and update case tracking information on a range of workflow spreadsheets, used to track the progress of cases throughout the system and identify, raise and resolve, issues around missing data, incorrect data or missed deadlines as necessary
- To input, interrogate and extract information from the in-house LCS and Early Help database systems and tracking spreadsheets acting in accordance information governance, Data Protection Act principles and maintaining confidentiality at all times.
- To maintain and apply an up to date knowledge and understanding of in-house LCS and Early Help database systems and protocols relating to vulnerable children and children who are at risk of significant harm
- To undertake and support in-house functions such as ICT Co-ordinator, print champion, stationary ordering, representation for the Building User Group, room booking management, Fire Warden / Marshall, First Aid, DBS and Information Governance.
- To maintain up to date knowledge of and apply complex internal processes and procedures in relation to the administration of meetings and panels around vulnerable children and children who are at risk of significant harm
- To participate in in-service training and other training programmes as required, and maintain personal and professional development in order to meet the changing demands of the post, particularly relating to Information Security protocols.
- Where required contribute to health and safety/undertake facilities management duties including risk assessments and reporting and arranging maintenance repairs.
- Any other administrative duties as required by management



About You

We are looking for applicants who can demonstrate that they meet the following requirements:

Experience and Education

- The applicant is required to provide evidence of having previously spoken fluently to members of the public in order to meet either the Lower threshold or Advanced threshold
- level outlined under Special Knowledge above.
- Minimum of 3 years' administrative experience, including minute taking on a regular basis
- Excellent IT skills in the use of a variety of software for data handling and transmission
- Excellent communication and customer service skills at all levels
- Excellent attention to detail
- Knowledge of EHM and LCS, SAP and ContrOC System are desirable
- RSA Level 2 or NVQ Level 2 in Business Administration or equivalent
- English and Maths Grade A-C or 9-4 or equivalent.

Special Conditions

Enhanced DBS Check



Safeguarding Responsibilities

Bradford Children and Families Trust is committed to safeguarding and promoting the welfare of all children who use our services and as such expects all staff to share this commitment.

Successful applicants will be required to complete the relevant safeguarding checks. An DBS check might be requested.

We are an equal opportunities employer.

