

<b>DEPARTMENT:</b> Children's Services	<b>SERVICE GROUP:</b> Business Support Services
<b>POST TITLE:</b> Specialist Minute Taker	<b>REPORTS TO:</b> Business Support Manager
<b>GRADE:</b> Band 7	<b>SAP POSITION NUMBER :</b>

The following information is furnished to help Council staff and those people considering joining the City of Bradford Metropolitan District Council to understand and appreciate the general work content of their post and the role they are to play in the organisation. The duties and responsibilities highlighted in this Job Profile are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis. For posts where employees speak directly to members of the Public the post holder is required to demonstrate their ability to speak fluently in English.

As a candidate you will be expected to demonstrate your ability to meet the special knowledge, experience and qualifications required for the role by providing evidence in the application form for the purpose of shortlisting. Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column of this section.

The employee competencies are the minimum standard of behaviour expected by the Council of all its employees and the management competencies outlined are those relevant for a post operating at this level within our organisation.

Both sets of competencies will be used at interview stage and will not be used for short listing purposes. **Please see the separate guidance information on how to complete the form located on Bradnet.**

#### **Key Purpose of Post: Max 3 sentences**

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

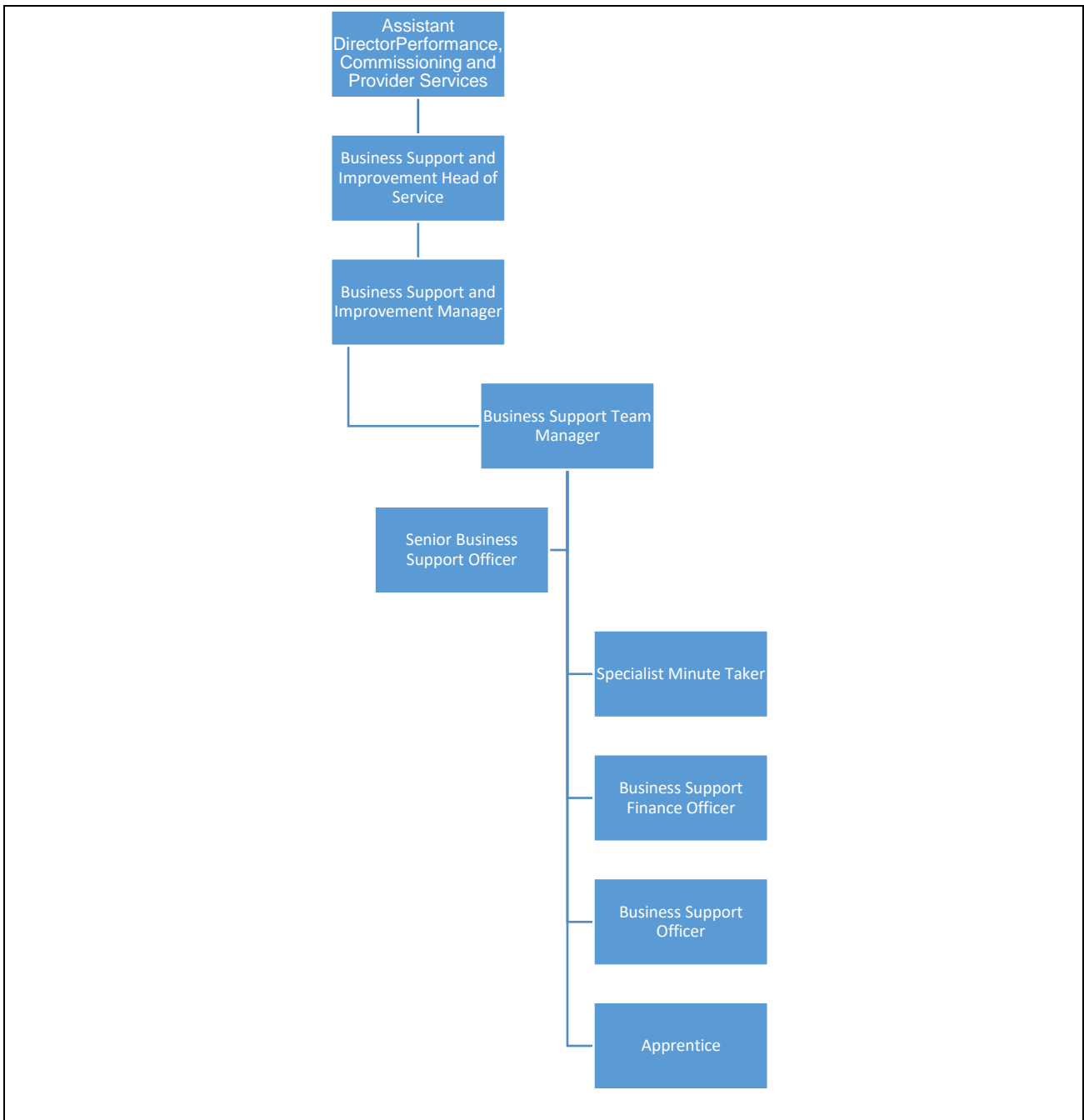
**Main Responsibilities of Post:**

To provide an effective Minute Taking service for Children's Services, Duties include:

1. 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
2. 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
3. To attend and facilitate meetings and panels ensuring resources and equipment are available for the meeting to take place
4. 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
5. To circulate, via agreed secure methods, minutes, decisions and recommendations from meetings and panels within timescales and deadlines.
6. To record and maintain accurate and up to date information on the in-house LCS and Early Help database.
7. To identify, raise and assist in resolving data issues and blockages on the in-house LCS and Early Help database systems as required.
8. 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
9. 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.
10. 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
11. 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.

12. 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
13. 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.
14. Where required contribute to health and safety/undertake facilities management duties including risk assessments and reporting and arranging maintenance repairs.
15. Any other administrative duties as required by management

**Structure: Under Review**



<b>Special Knowledge Requirement. Will be used for shortlisting. Max 10</b>	
<b>Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column.</b>	<b>Essential</b>
Due to the Governments Fluency in English Duty for posts where employees speak directly to members of the public the post holder is required to meet either the Advanced threshold level (which will be implemented where the post requires a greater level of sensitive interaction with the public e.g. in children's centres) – where the person is able to demonstrate that they can during the interview: a) Can express themselves fluently and spontaneously, almost effortlessly	E

b) Only the requirement to explain difficult concepts simply hinders a natural smooth flow of language	
Uses knowledge of Health, Safety and Environmental policies, procedures and regulations including risks in own area of Work	E
Able to carry out a variety of working practices and apply complex regulations, rules, procedures and processes, within timescales.	E
Able to demonstrate accurate excellent minute taking skills recording sensitive information relating to children and draft documents in a logical and accurate manner.	E
Able to work on own initiative and manage the competing demands by effective self-management, motivation and prioritisation.	E
Able to implement, maintain and manage accurate information retention systems	E
Ability to adopt a process of continual improvement and suggest ways of working more efficiently and effectively to improve service delivery.	E
Able to works within the Data Protection Act and the Council's confidentiality requirement when dealing with sensitive documentation securely.	E
Uses a range of complex IT packages relating to area of work including a range of complex Information Systems, spreadsheets and word-processing packages	E
Able to deal with internal and external customers, face to face, over the telephone and in writing	E
<b>Relevant experience requirement: Used in shortlisting</b>	
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	
<b>Relevant professional qualifications requirement: Used in shortlisting</b>	
English and Maths Grade A-C or 9-4 or equivalent.	
RSA Level 2 or NVQ Level 2 in Business Administration or equivalent	
<b>Core Employee competencies, to be used at interview.</b>	
<b>Carries Out Performance Management</b>	
Covers the employee's capacity to manage their workload and carry out a number of specific tasks accurately and to a high standard. Works effectively and to deadlines	
<b>Communicates Effectively</b>	
Covers a range of spoken and written communication skills required as a regular feature of the job. It includes exchanging information/building relationships; giving advice and guidance; counselling, negotiating and persuading and handling private, confidential and sensitive information.	

<b>Carries Out Effective Decision Making</b>		
Covers a range of thinking skills required for taking initiative and independent actions within the scope of the Job. It includes planning and organising, self-effectiveness and any requirements to quality check work.		
<b>Undertakes Structured Problem Solving Activity</b>		
Covers a range of analytical required for gathering, collating and analysing the facts needed to solve problems. It includes creative and critical thinking; developing practical solutions; applying problem solving strategies and managing interpersonal relationships.		
<b>Operates with Dignity and Respect</b>		
Covers promoting equality, treating all people fairly and with dignity and respect, maintains impartiality/fairness with all people, is aware of the barriers people face.		
<b>Working Conditions:</b>		
Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act 2010 in relation to Disability Provisions.		
<b>Special Conditions:</b>		
You will be informed if there is a requirement for the post to have recruitment checks such as DBS, Warner Process.		
<b>Compiled by:</b> Lisa Turner/Rebecca Simmonds <b>Date:</b> 09/03/2021	<b>Grade Assessment</b> <b>Date:</b>	<b>Post Grade:</b>