

Wirral Council: Job Role Descriptor

Job Role:	Early Childhood Services Business Administrator
Service:	Early Years and Children's Centres
Reports to:	Service Manager
No. of Subordinates:	0
HR USE ONLY	
Job Role Ref:	BUS
Job Family:	Business Support
Grade:	Band E

JOB ROLE PURPOSE

Be responsible for, in accordance with corporate policies, administrations of financial reporting, collation of information, communications and auditing procedures in support of the delivery of statutory requirements across the service.

Ensure compliance of Health and Safety and Premise Management protocols. Promote an ethos of a high level of customer service to all key stakeholders, partners and clients.

Provide training, professional support and guidance to administrative staff across the service.

KEY TASKS

1. Responsible for the development, management, operation and delivery of administration support across the service, inclusive of minute taking.
2. Take a lead role in the operations of Early Years SEND support/funding administration..
3. Support in maintaining accurate financial records to aid service management financial planning, forecasting and expenditure.
4. Support with recruitment processes, induction, performance management, training and mentoring systems for staff across the service.
5. Lead on the review of service policies and supporting procedures and practices through setting up a framework to ensure corporate compliance.
6. Responsible for the content and submission of relevant information to the senior management team, specifically of the locality Advisory Boards and operational meetings with outside agencies.
7. Oversee procurement operations and be responsible for compliance of auditing procedures, reporting any financial risks to service management.
8. Identify the need and be responsible for securing appropriate licences, insurances, service contracts and operational procedures across the service.
9. Responsible for devising effective marketing and promotion strategies for the service, including organisation of events, conferences and information networks.
10. Contribute to the development of health and safety plans within the service.

11. Support with the management of facilities, including maintenance, repair, cleaning SLA's.
12. Contribute with the development of policies and procedures relating to child protection, health and safety, security, confidentiality and data protection
13. Be aware and support equal opportunities for all.
14. To be a proactive member of the service administrative team, contributing to the overall ethos / work / aims of the service.
15. Lead on the development of the administration staff key skills and abilities through sharing expertise and knowledge with others.
16. Recognise own strengths and areas of expertise and use these to advise and support others.
17. To perform other duties considered reasonable, that are commensurate with the grading and designation of the post.

KEY RESPONSIBILITIES

People

Day to day professional administrative support for Admin Officers, including the delegation of work as appropriate.

Liaise and maintain good relationships with teams across CYPD, key stakeholders, partners and outside agencies to ensure that service information is provided accurately and effectively.

Liaise effectively with Team Managers and Leaders to provide administrative support to service developments.

Communicate effectively with service users and other professionals from a range of organisations.

Apply knowledge, experience and judgment to provide advice to others (internally and externally) especially where there are queries and complaints.

Work alongside other colleague to highlight concerns around the quality of administration functions.

Financial

Monitor effective administration of procurement processes such as P.Card/Petty Cash, HOBS/invoicing. .

Responsible for ensuring robust audit and control procedures are in place.

Highlight concerns in relation to financial operations that may not be in line with corporate procedures.

Assist with the monitoring of budgets.

Strategic

Contribute proactively toward the delivery of the Early Childhood Service Business Plan and its relations to the Council Pledges.

Ensure that document management is timely, accurate and in compliance with Council policy, procedures and legislative requirements.

Assist in the development of policies and procedures as required.

Ensure that performance management targets and deadlines are met.

Provide relevant data that will inform ongoing strategic objectives and outcomes.

Resources

Be proficient in operation and administration of departmental business and service support systems (electronic and manual).

Ensure that all personal data is handled securely and in strict compliance with the data protection legislation and local and corporate data management protocols and Caldicott principles.

Identify opportunities for, and deliver change within the service area to ensure continuous operational, performance and efficiency improvement. This includes scoping and leading small projects.

Planning and Organising

Prepare papers and other management information for meetings, performance reviews and annual reporting. .

Be creative in the development of administration procedures and systems including the implementation of new technology.

Use information systems to support other initiatives across the services, for example Local Offer web pages.

Decision Making

Work under own initiative and as part of a team using own initiative, supporting others where appropriate and understanding when to seek advice from managers.

Respond to queries, compliance issues and complaints, seeking appropriate advice and support from Team Leader when required.

Apply knowledge and understanding of the area of work in order to determine an appropriate course of action that produces a consistent and accurate result.

EXPERIENCE, QUALIFICATIONS, KNOWLEDGE AND SKILLS

Essential Criteria

Qualifications:

- Educated to GCSE standard or equivalent, inclusive of Business Administration.

Knowledge & Skills:

- Data protection, working with sensitive data and information sharing protocols.
- Excellent numeracy, literacy, I.T. and communication skills.
- Knowledge of a range of databases/ systems.
- Competent in Microsoft word packages; Powerpoint, Excel, Publisher, Outlook.
- Knowledge of Health and Safety legislation

Experience:

- In procurement processes
- Working with information and providing reports.
- Working with a range of databases and information systems.
- Experience of Business Administration functions and applications.
- Awareness of operational issues and pressures.
- Ability to work independently.
- Leading and motivating a Team.
- Ability to meet strict deadlines.
- Ability to resolve issues proactively.

Desirable Criteria

Qualifications:

- Advanced qualifications, for example IT, databases and software.
- Training/qualification in administration, finance and budget management.

Knowledge & Skills:

- Knowledge of Local Authority Financial Procedures.

- Knowledge of early years policy and procedures.
- Knowledge of services available to families with young children.

Experience:

- Supervision of staff
- Working with a range of internal and external partners.
- Managing projects.
- Auditing procedures

ADDITIONAL WORK ELEMENTS

Work flexibly across the borough to meet delivery requirements of the early childhood service.

NOTE:

The job role holder may be required to undertake other reasonable duties commensurate with the job role descriptor grade as directed by the Head of Service.

This job role descriptor will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the job role holder. It is not a definitive statement of procedures and tasks, but sets out the main expectations of the Service in relation to the job role holder’s responsibilities and duties.

Elements of this job role descriptor and changes to it may be amended in light of organisational and service requirements.

Signed Head of Service

Date



18/12/2017
