

Job Description

Job Title	LSCP Administrator
Directorate	Children and Young people's Services
Service Area	Practice, Improvement and Development
Grade	6
Competency Level	1
Salary	£33,024 – £37,336
Job Type	Hybrid
Location	Cunard Building
Disclosure and barring service (DBS)	Enhanced DBS
Job Evaluation Ref No	R6164

Job Purpose

To support management of the business function of the Liverpool Safeguarding Children Board (LSCB) and have lead responsibility in agreed LSCB work areas.

To work with the LSCB Chair, LSCB Business Manager and strategic leads and managers within the LSCB partnership, towards the development and delivery of the LSCB business plan.

Directly Responsible For:

Not applicable

Directly Responsible To:

LSCB Business Manager

Main Areas of Responsibility:

- Provide high standard business support to the LSCB partnership
- Manage, lead and deliver business support to LSCB Chair, LSCB Business Manager and LSCB Subgroup Chairs to enable delivery of LSCB statutory functions and priorities
- Independently undertake project work, as directed by LSCB Chair, Business Manager and Subgroup Chairs, evidencing achievement of targets and objectives within timescales
- Direct, manage and deliver senior administrative support (coordination of multi-agency meetings, agenda setting, minute taking and distribution) to make a direct and positive contribution to the work of the LSCB
- To develop and deliver; team training, business plans & personal plans within a performance management framework
- Lead and coordinate activity requisite to Serious Case Reviews, Critical Incident Reviews and LSCB partnership work to ensure that recommendations from review are delivered within critical timescales
- Offer guidance to chairs of LSCB meetings, members and attendees on LSCB procedural issues and timescales
- Redact LSCB reviews and other sensitive reports following the guidelines for Subject Access requests under the Data Protection Act
- Monitor, maintain and update LSCB records, LSCB Subgroup business and work plans
- Develop, manage and maintain: LSCB Website, LSCB information and LSCB historical databases

- Assist in the development and expansion of new technologies to support the business of LSCB
- Manage, control and monitor financial/ budgetary systems using appropriate IT systems
- Exercise independent judgement, use self-initiative and demonstrate good practice, based on a sound knowledge and understanding of safeguarding matters, with regard for sensitivity and confidentiality requirements at all times and in all aspects of work
- Support the delivery of change and improvement in accordance with the priorities of the LSCB
- Maintain confidentiality of information at all times in accordance with the principals of the Freedom of information Act and the Data Protection Act
- Comply with all statutory requirements, standing Orders and Financial Regulations of the city council
- To progress the City Council's commitment to equal opportunities and promote non-discriminatory practises in all work undertaken

Budget and Financial Responsibility:

- Being fully accountable for managing the council's resources well and complying with statutory requirements. This includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact

Social Value Responsibility:

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities

Physical Demands of the Job:

- Based in an office environment which may involve long periods of sitting

Corporate Responsibility:

- Contribute to the delivery of the Council Plan
- Delivering and promoting excellent customer service, externally and internally
- Commitment to customer excellence by dealing with customer feedback, including complaints, and learning from feedback in the drive for continuous improvement
- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken
- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan

Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at the following competency level 1.

[The competency framework can be found here.](#)

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. You will be expected to carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation.

Person Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

Qualification and training

Essential

- Relevant management / administrative qualification NVQ Level 3 or equivalent Business Administration (A)

Experience

Essential

- Experience of Business Support in a Social Care setting or similar environment (A)
- A proven track record of managing administrative / business support activity (A/I)
- Knowledge and understanding of the legislation and statutory framework that supports safeguarding of children and young people (A/I)
- Knowledge and understanding of the services provided by multi-agencies on behalf of children and young people (A/I)
- Experience of working with strategic and service leads to ensure delivery of strategic partnership objectives (A/I)
- Experience of financial and budget management and budget reporting (A/I)

Desirable

- Experience of working with internal / partner agencies to promote and achieve effective service delivery
- An understanding of secure information handling, issues related to data protection & freedom of information
- Experience in using of IT in all aspects of work to achieve business objectives and priorities

Skills/Abilities

Essential

- Proven organisational skills, experience in office procedures and systems and acting as a first point of contact (A/I)
- Ability to communicate effectively across services and all organisational and team boundaries (A/I)
- Ability to produce and present accurate, clear concise reports and management information orally and in writing (A/I)

Desirable

- Ability to manage performance at team and individual level
- Demonstrate abilities to understand management responsibilities and develop as a senior member of staff
- Ability to contribute to service/ team plans that focus on continuous improvement
- Ability to prioritise effectively and meet deadlines

- Demonstrate skills in negotiation and motivation
- Excellent organisational and interpersonal skills
- Ability to ensure equal treatment and access to employment and services

Commitment

Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council
- An understanding of and a personal commitment to the vision and values of the Liverpool Safeguarding Children Board and Liverpool City Council
- Practising and promoting equality or opportunity and non- discriminatory practice
- Provide a quality service to meet the needs of all services the applicant supports
- Commitment to Best Practice and to participate in the development of the LSCB Team

Other

Essential

- Ability to work with minimum supervision, a conscientious attitude, willing to learn new skills and prepared to question and seek continuous improvement (A)
- This post is subject to a Disclosure and Barring Service (DBS) check at the appropriate level

Desirable

- A commitment to equal opportunities
- A desire to deliver customer focused services