**Job Description**

# Section A: Job Profile

*The job profile outlines key information relating to the salary and working conditions e.g., location of a job, along with the current focus of the role and a brief description of the main duties.*

## Job Details

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| --- | --- |
| Job Title: | Administrative Assistant |
| Salary: | £24,702 – £26,873 per annum (or pro rata) |
| Grade: | Grade 6 |
| Hours: | 37 (p/t also available) |
| Team: | Approved Mental Health Professional Service (AMHP) |
| Service Area: | Adults/People |
| Primary Location: | *Abbey House, Abbey Close, Abingdon OX14 3JD.*  *Below is an example holding statement but remove if role does not permit agile working*  *Please note we are actively looking at our ways of working using everything we have learnt and heard from our people about the organisational and personal benefits of agile working.  What you can absolutely expect from working at Oxfordshire County Council (OCC) is that you will have the support to do your job and deliver great results, wherever you are based.  Each role at OCC is different and we know the needs of individuals are also varied, and so our approach to where and how often we would like to see you in person will be taken depending on the requirements of the role and in collaboration with you as part of the recruitment process* |
| Budget responsibility: | None |
| Responsible to: | AMHP Team Manager |
| Responsible for: | n/a |
| Political Restricted Post: | No |

## Job Purpose

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| *A brief overview of the key objectives of the job:*  To work as part of a team of undertaking a range of administrative duties in support of the work of the service  This post holder is responsible for ensuring that all relevant County policies and procedures are adhered to and concerns are raised in accordance with these policies.  To work in accordance with the County Council values and behaviours. |

## Job Responsibilities

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| To undertake a variety of general administrative tasks including responding to enquiries, processing requests for Mental Health Act (MHA) assessments  Act as first point of contact in the administration office. Respond to queries from internal and external customers. This could involve using the internet/intranet as well as internal systems.  Support AMHP duty shifts  Support with making bookings with magistrate Court for S.135 (1) & S.135 (2) warrants  To raise invoices and purchase orders  To undertake a range of office management duties including dealing with emails/monitoring and maintaining supplies  To undertake data collection and recording for management purposes as required  Create and keep databases up to date  To cover for colleagues during absences and be able to travel to other service sites if required  Contribute to and support staff induction and learning of others as required  Organise meetings for individuals or groups ensuring that appointments are realistically planned about timing and venue; venue, catering and resources are booked appropriately; and preparing materials to support the event. Meet and support visitors to the Service.  Undertake general clerical and administrative tasks to support the service as required (e.g. photocopying, scanning). |

# Our Values

Our organisational values underpin everything we do and say and are supported by policies, processes and guidance. In short, our values describe ‘the way we do things here’ so that we deliver great services for our residents. Our values are:

* Always learning
* Be kind and care
* Equality and integrity in all we do
* Taking responsibility
* Daring to do it differently

Everyone that works for us demonstrates their commitment to these values. We will ask you to demonstrate your commitment to these values, and their associated behaviours, throughout the application process.

# Section B: Selection Criteria/Person Specification

This section provides a list of essential and desirable criteria that detail the skills, knowledge, behaviours, qualifications and experience that a candidate should have to perform the job.

Each of the criteria listed below, and your commitment to our values, will be measured through the application form/CV (A) and optionally one or more of the following - a test / exercise (T), an interview (I), a presentation (P) or documentation (D). You must provide a supporting statement as part of your application which includes examples and evidence of when you have demonstrated the criteria listed below.

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| --- | --- |
| Essential Criteria | Assessed By: |
| Have had a good general education with GCSEs to include English and Maths or equivalent ie NVQ2 or above or Level 2 Functional Skills in English speaking, listening and communication and Mathematics. | D I |
| Be a confident user of the Microsoft Office suit including Outlook; Word and Excel | A I T |
| Be reliable, well-organised, systematic, accurate and value attention to detail with analytical and practical approach to problem solving | A I T |
| Be able to manage competing priorities to meet deadlines | A I |
| Be able to work effectively in a team, but also have the confidence and demonstrate the initiative needed to work independently without close supervision | A I |
| Be able to communicate effectively and appropriately in writing and verbally with customers and colleagues | A I T |
| Desirable Criteria | Assessed By: |
| Experience of processing financial claims/transactions. | I&T |
| Ability to produce accurate written summaries of meetings, events and  conversations. | I&T |

# Section C: Pre-employment Checks

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates. Further information can be found here [Pre-employment checks](https://www2.oxfordshire.gov.uk/cms/content/support-attending-interviews)

Additional pre employment checks specific to this role are identified below (those ticked).

|  |  |  |  |
| --- | --- | --- | --- |
|  | Enhanced Disclosure and Barring Service check with Children’s and Adults Barred List |  | Enhanced Disclosure and Barring Service check without [an Adult/Children’s barred list check](https://intranet.oxfordshire.gov.uk/cms/content/safer-recruitment-and-disclosure-and-barring-service-checks#enhanced-dbs-check-without-an-adult-childrens-barred-list-check) |
|  | Enhanced Disclosure and Barring Service check with Children’s Barred List |  | Enhanced Disclosure and Barring Service check with Adults Barred List |
|  | Standard Disclosure and Barring Service check |  | Basic Disclosure |
|  | Disqualification for Caring for Children (Education) |  | Overseas Criminal Record Checks |
|  | Prohibition from Teaching |  | Professional Registration |
|  | Non police personnel vetting |  | Disqualification from Caring |

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|  | Other (please specify): |

# Section D: Working Conditions

This is a guide to the working conditions and the potential hazards and risks that may be faced by the post-holder.

## Health and Safety at Work

You are responsible for your own health, safety and wellbeing, and undertaking health and safety duties and responsibilities for your role as specified within Oxfordshire County Councils Health and Safety Policy.

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked).

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|  | Provision of personal care on a regular basis |  | Driving HGV or LGV for work |
|  | Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects |  | Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or a council vehicle for work purposes) |
|  | Working at height/ using ladders on a regular/ repetitive basis |  | Restricted postural change – prolonged sitting |
|  | Lone working on a regular basis |  | Restricted postural change – prolonged standing |
|  |  |  |  |
|  | Night work |  | Regular/repetitive bending/ squatting/ kneeling/crouching |
|  | Rotating shift work |  | Manual cleaning/ domestic duties |
|  | Working on/ or near a road |  | Regular work outdoors |
|  | Significant use of computers (display screen equipment) |  | Work with vulnerable children or vulnerable adults |
|  | Undertaking repetitive tasks |  | Working with challenging behaviours |
|  | Continual telephone use (call centres) |  | Regular work with skin irritants/ allergens |
|  | Work requiring hearing protection (exposure to noise above action levels) |  | Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres) |
|  | Work requiring respirators or masks |  | Work with vibrating tools/ machinery |
|  | Work involving food handling |  | Work with waste, refuse |
|  | Potential exposure to blood or bodily fluids |  | Face-to-face contact with members of the public |

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|  | Other (please specify): |

Sept. 2024