

**Job Capsule Supplementary Information:  
Safeguarding Adults Partnership Board Administrator**

**This supplementary information Safeguarding Adults Partnership Board Administrator for is for guidance and must be used in conjunction with the Job Capsule for Job Family Adult/Social Care at Job Level 2 Zone 2**

**Camden Way Category 2**

**It is for use during recruitment, setting objectives as part of the performance management process and other people management purposes. It does not form part of an employee's contract of employment.**

**Role Purpose:**

Camden Safeguarding Adults Partnership Board is a group of statutory, voluntary and independent organisations all committed to working together and its work is centred on safeguarding adults from any kind of abuse and neglect. The Board is multi agency and coordinates how its members and partner agencies across the borough work together in order to help and protect adults who may be experiencing, or are at risk of harm. The Board is statutory and there could be organisational implications if things do not happen. The post holder will be responsible for providing effective dedicated administrative support to the Safeguarding Board and the Safeguarding Board Manager such as preparing correspondence, documents and reports for partners, setting up meetings and taking minutes. The post holder will work with the Safeguarding Adults Board Manager to ensure that effective systems are in place to monitor, review and refresh Safeguarding Adults policy protocols and standards as required by the Council, the Camden Safeguarding Adults Partnership Board, statutory partners, service providers and voluntary organisations in Camden. The post holder will work collaboratively with a range of internal and external partners providing high standards of customer service. This role ensures that the Safeguarding Adults Partnership Board (SAPB) discharges its statutory functions and duties and fulfils its objectives. This post holder will support the chair, the board manager, sub groups and local partners to meet national best practice and local quality standards as set out in its safeguarding strategy.

**Example outcomes or objectives that this role will deliver:**

1. The post holder will be required to coordinate various meetings for the Camden Safeguarding Adults Partnership Board and sub-groups, Safeguarding Adults reviews, conferences, training events or other meetings by undertaking a range of administrative activities such as booking meetings rooms, arranging hospitality, taking minutes, collating agenda items and papers in advance of the meeting.
2. To develop and follow the administrative processes in connection with the work of the SAPB and its Sub-Groups and its training activity.
3. To support the SAPB Manager to develop, maintain and update materials as required for the website and service.
4. To ensure corporate standards for the customer service are met and that sensitive and confidential information and political matters are handled discretely and sensitively at all times.
5. To be competent in the use of various IT systems and databases.
6. Ability to identify improvements to processes and systems and to share the recommendations with colleagues
7. Ability to deal diplomatically and confidentially with a wider range of stakeholders internally and externally

## People Management Responsibilities:

None

## Relationships:

- The post holder would be expected to develop excellent working relationships with adult social care, Council colleagues; external organisations including health, police, community safety and voluntary sector and other local authorities and other national bodies.
- The post holder will be expected to work collaboratively with partners and on occasion under their direction
- To develop and maintain good working relationships with other teams within Adult Social services, other Council departments, outside agencies and adults and their Carers in contact with the service.

## Work Environment:

- The post holder will be expected to work flexibly across the service and partnership responding to changes in demand
- Manage a constantly varying workload, handling changing or conflicting priorities as a result
- Support the Board Manager, Chair, colleagues and senior managers across the partnership
- Work in a demanding and stressful work environment
- Be responsive, flexible and adapt to changing/conflicting priorities and deadlines in order to meet the requirements of the job. This may require working beyond normal office hours as appropriate
- Ability to work flexibly, balancing competing priorities and meeting deadlines whilst understanding the needs, timescales and deadlines of others.

## Technical Knowledge and Experience:

- Experience of carrying out a wide range of administrative duties in a busy environment
- Proficient in using of Microsoft Office Packages i.e. Word, Excel, Outlook and OneNote to produce documents, send correspondence, set up meetings and to record, research and reports
- Experience of providing information and support for routine service quality audits
- Experience of taking minutes, organizing meetings and meeting deadlines
- Good experience of worked in a **fast paced**, customer focused environment within a large organisation
- Excellent knowledge and application of IT systems and software packages
- Ability to work with minimum supervision, using problem solving skills and initiative to provide a customer focussed support service
- Excellent levels of literacy and numeracy
- Good Communication skills both (written and verbal)

## **Camden Way Five Ways of Working**

*In order to continue delivering for the people of Camden in the face of ever-increasing financial pressure, we need to transform the way we do things. We call this the Camden Way. The Camden Way is a key part of our transformation strategy often referred to as the transformation triangle, which links the Camden Plan, the Camden Way and the Financial Strategy together.*

The Camden Way illustrates the approach that should underpin everything we do through five ways of working:

- Deliver for the people of Camden
- Work as one team
- Take pride in getting it right
- Find better ways
- Take personal responsibility

For further information on the Camden Way please visit:

<https://www.camden.gov.uk/ccm/navigation/council-and-democracy/about-the-council/jobs-and-careers-in-camden/our-ways-of-working/>