**Job Information:**

**Safeguarding and Statutory Minute Taker**

**Level 2, Zone 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:**

To provide a professional, high level minute taking service supporting safeguarding, statutory and high profile council wide meetings in line with legal obligations and Camden Plan objectives.

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

* To accurately undertake detailed minutes for complex statutory meetings including child protection, legal planning, adult safeguarding, member portfolio and strategic directorate meetings.
* To responsibly handle highly confidential and sensitive data in accordance with statutory and local guidance, ensuring key council systems are updated in a timely manner.
* To liaise confidently with professionals and services across the council and borough including GP surgeries, CAMHS, MET Police, Education, Social Care and other service providers.
* To ensure the professional delivery of established business processes such as database management to support the organisation.
* To work with colleagues and Team Leaders to identify areas for improvement, ensuring the support offer remains appropriate for all service users
* To embrace new technology to support service users, to ensure that the level of support offered is flexible and in line with Camden’s ways of working
* To work methodically to prioritise work and meet deadlines
* Use innovative and imaginative thinking to improve service delivery
* To undertake other duties which are in line with the basic objectives of the post and within the general level of responsibility of the post.
* To work flexibly across the Business Support Service (BSS) as needed, working on a range of activity to provide proactive support to service users and colleagues.

**People Management Responsibilities:**

None

**Relationships:**

The post holder will be required to liaise with various teams and services across the organisation. Key contacts will include Health, Police, Education and Social Care professionals, members of the public, and other service providers.

**Work Environment:**

This post demands a high level of flexibility, a positive attitude and ability to adapt to changes in service needs. This post is office based (most likely to be 5 Pancras Square) and the postholder will be expected to work at other sites and to provide cover for similar roles.

Safeguarding minute takers are required to capture minutes while projecting live on a digital screen for service users and professionals to view in real time. Accuracy, attention to detail and confidence in your knowledge and skills are essential to swiftly producing the necessary records within this environment.

**Technical Knowledge and Experience:**

* Exceptional communication skills: written, minute taking and verbal, with an ability to express issues in a clear and appropriate manner and work with a range of audiences.
* Experience of taking minutes in a fast paced, customer focused environment (preferably safeguarding minute taking experience).
* Resilience and ability to work with sensitive and sometimes challenging information.
* 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 attention to detail and high levels of accuracy.
* Excellent levels of literacy and numeracy.
* Ability to adapt and work flexibly in a changing environment.
* An efficient and proactive approach to balancing competing priorities and meeting deadlines whilst understanding the needs, timescales and deadlines of other.
* Ability to deal diplomatically and confidentially with a wider range of stakeholders internally and externally.
* Ability to identify improvements to processes and systems and to share the recommendations with the wider team.
* Experience of minute taking often complex meetings within a target driven environment.

**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:

<http://www.togetherwearecamden.com/pages/discover-jobs-and-careers-in-camden/working-for-camden/>