

## Swyddog Gweinyddol Rhanbarthol

Cyfeirnod y swydd: **CSSN00005PRE**

Lleoliad: Neuadd y Sir, Rhuthun

Cyflog: Gradd 4 £16,772 i £18,560

Oriau: 37 y wythnos

Parhaol - Swydd Allanol

Mae Byrddau Diogelu Oedolion a Phlant Gogledd Cymru yn dymuno penodi swyddog gweinyddol cymwys a phrofiadol i ddarparu cymorth gweinyddol i'r fîm a rhaglenni gwaith y Byrddau. Bydd gan ddeilydd y swydd allu i arwain y gofynion gweinyddol ar gyfer Byrddau Diogelu Oedolion a Phlant Gogledd Cymru, wrth weithio gyda phartneriaid.

Mae gofyniad i gymryd cofnodion/ nodiadau cywir mewn cyfarfodydd a sicrhau bod busnes y Bwrdd yn cael ei reoli'n effeithiol.

Mae hwn yn gyfle cyffrous ar gyfer unigolyn sy'n dymuno ehangu eu gwybodaeth, sgiliau ac sy'n dymuno gweithio mewn tîm busnes rhanbarthol.

Os hoffech chi drafod unrhyw agwedd ar y swydd, ffoniwch Bethan Jones Edwards ar 01824 712037 neu [bethan.m.jonesedwards@denbighshire.gov.uk](mailto:bethan.m.jonesedwards@denbighshire.gov.uk)

Os oes gennych ddiddordeb yn y swydd wag hon, gwnewch gais ar-lein trwy ein gwefan [www.sirddinbych.gov.uk](http://www.sirddinbych.gov.uk) Am ddulliau eraill o wneud cais, cysylltwch â'r Adran Gwasanaethau Cwsmeriaid ar 01824 706100.

Rhaid i ymgeiswyr gwblhau ein ffurflen gais i gael ei ystyried. Mae'n ddrwg gennym nad ydym yn gallu ateb pob cais. Os nad ydych wedi derbyn ateb o fewn tair wythnos i'r dyddiad cau, dylech gymryd yn ganiataol nad ydych wedi cyrraedd y rhestr fer am gyfweliad.

**Dyddiad Cau: 09/03/2017**

Mae Cyngor Sir Ddinbych yn ymroddedig i Gyfle Cyfartal a'i Safonau Iaith Gymraeg. Rydym yn croesawu ceisiadau yn y Gymraeg. Sylwch na fydd unrhyw ffurflenni cais a dderbynir yn y Gymraeg yn cael eu trin yn llai ffafriol na ffurflenni cais a gyflwynwyd yn Saesneg.

## Regional Administration Officer

Job reference: **CSSN00005PRE**

Location: County Hall, Ruthin

Salary: Grade 4 £16,772 to £18,560

Hours: 37 per week

Permanent - External Vacancy

The North Wales Safeguarding Adults and Children Boards are seeking to appoint a highly competent and experienced administration officer to provide the administrative support to the team and the work programmes of the Boards. The post holder will have the ability to lead on the administration requirements for both the Adults and Children's Safeguarding Boards in North Wales, working with partners.

There is a requirement to take accurate minutes/notes of meetings and to ensure that the business of the Boards is managed effectively.

This is an exciting opportunity for an individual who wishes to extend their knowledge and skills and who would wish to work in a business regional team.

If you would like to discuss any aspect of the post, please call Bethan Jones Edwards on 01824 712037 or [Bethan.m.jonesedwards@denbighshire.gov.uk](mailto:bethan.m.jonesedwards@denbighshire.gov.uk)

If you are interested in this vacancy, please apply on-line via the website [www.denbighshire.gov.uk](http://www.denbighshire.gov.uk). For alternative methods of applying please contact Customer Services on 01824 706101.

Candidates must complete our application form to be considered. We regret that we are unable to reply to all applications. If you have not received a reply within three weeks of the closing date, you must assume that you have not been short listed for interview.

**Closing Date: 09/03/2017**

Denbighshire County Council is committed to Equal Opportunities and its Welsh Language Standards. We welcome applications in the Welsh Language and application forms received in the Welsh Language will not be treated less favourably than an application form submitted in English.

## CYNGOR SIR DDINBYCH SWYDD-DDISGRIFIAD

<b>Teitl y Swydd:</b>	<b>Swyddog Gweinyddol Rhanbarthol, Byrddau Diogelu Oedolion a Phlant Gogledd Cymru</b>
<b>Graddfa:</b>	<b>4</b>
<b>Gwasanaeth:</b>	<b>Gwasanaethau Cymorth Cymunedol</b>
<b>Maes Gwasanaeth:</b>	<b>Cydweithio Rhanbarthol</b>
<b>Yn atebol i'r:</b>	<b>Pennaeth Cydweithio Rhanbarthol</b>
<b>Rhif ID y Swydd / Dyddiad Cyhoeddi:</b>	<b>03126</b>

### Pwrpas y Swydd

Rôl Bwrdd Diogelu Rhanbarthol Gogledd Cymru yw datblygu a meithrin cyswllt a chydweithrediad effeithiol gwasanaethau amlasiantaeth sy'n blaenoriaethu diogelu ac yn hyrwyddo lles plant a phobl ifanc yng Ngogledd Cymru.

O dan gyfarwyddyd y Rheolwr Busnes Rhanbarthol, rôl swyddog y Bwrdd Diogelu Plant yw:

Darparu cymorth gweinyddol effeithiol ac effeithlon i'r Bwrdd Diogelu, Grwpiau Cyflenwi ac is-grwpiau. Mae strwythur y Bwrdd yn cael ei nodi isod a byddai disgwyl i ddeiliad y swydd gefnogi pob un o'r grwpiau hyn.

### Prif Atebolwydd a Chyfrifoldebau

- I fod y prif bwynt cyswllt ar gyfer Bwrdd Diogelu Gogledd Cymru ac i gynnwl delwedd positif pan fyddant mewn cysylltiad â defnyddwyr gwasanaeth, uwch reolwyr ac asiantaethau eraill.
- Delio â gohebiaeth a derbyn post ar gyfer y Bwrdd a dosbarthu yn unol â hynny.
- Darparu cymorth gweinyddol i'r Rheolwr Busnes Rhanbarthol a all gynnwys cefnogaeth glercol ar adegau.
- Delio ag ymholiadau dros y ffôn
- Cynnal a diweddarw cyfeiriaduron cyswllt ar gyfer pob aelod o'r Bwrdd
- Cadw cofnodion cyfrifiadurol.
- Cynnal system ffeilio dogfennau effeithlon a chywir i gefnogi gwaith y Bwrdd.
- Trefnu Cyfarfodydd Bwrdd (dyddiadau/amseroedd/lleoliadau ac arlwyd)
- Llunio a chasglu dogfennau safonol a chymhleth.
- Cynhyrchu rhaglen ar gyfer cyfarfodydd y Bwrdd a chasglu dogfennau ar gyfer pecynnau cyfarfodydd y Bwrdd a dosbarthu yn electronig
- Disgwyllir gweithio i derfynau amser i gyhoeddi dogfennaeth.
- Trefnu cymryd cofnodion a chofnodi cyfarfodydd y Bwrdd ar adegau
- Trefnu gwasanaethau cyfieithu ar gyfer Cyfarfodydd y Bwrdd a threfnu cyfieithu'r dogfennau a'r cofnodion.
- Cadw a datblygu systemau data gyda llaw a chyfrifiadurol, a chreu gwybodaeth/data fel bo'r angen. Cofnodi data ar daenlenni a llunio adroddiadau pan fydd angen.

15. Trefnu dyddiaduron a thrafod cyfarfodydd gydag asiantaethau allanol eraill.
16. Casglu ceisiadau am ddata
17. Ymgymryd â thasgau gweinyddol ariannol penodol fel bo'r angen, megis prosesu anfonebau, creu archebion a chynnal taenlenni o ymrwymiad a gwariant ariannol.
18. Cydlynú ceisiadau am gyfraniadau ariannol.
19. Cynnal cyfrinachedd mewn perthynas â'r holl waith sy'n cael ei gyflawni.
20. Cyfrannu at gynnal y wefan

### **Grwpiau ac Is-grwpiau Cyflawni Lleol**

1. Trefnu pob cyfarfod is-grŵp (amseroedd/dyddiadau/lleoliadau/arlwyo) yn dilyn cyfarwyddyd gan y Cydlynnydd Busnes
2. Cylchredeg y rhaglen a phecynnau ar gyfer yr is-grwpiau, yn dilyn cyfarwyddyd gan y Cydlynnydd Busnes
3. Cynnal a diweddaru cofnodion cyswllt ar gyfer pob grŵp.
4. Trefnu cymryd cofnodion ar gyfer pob is-grŵp a grŵp ac ar adegau i gymryd cofnodion mewn cyfarfodydd
5. Trefnu gwasanaethau cyfieithu ar gyfer yr is-grwpiau
6. Darparu cefnogaeth achlysurol i'r Grwpiau Cyflawni Lleol

### **Grŵp Adolygu Ymarfer**

1. Trefnu pob cyfarfod grŵp, cyfarfod panel a digwyddiadau dysgu (amseroedd/dyddiadau/lleoliadau/arlwyo)
2. Trefnu dyddiaduron a thrafod dyddiadau rhydd, gan gynnwys asiantaethau allanol
3. Cylchredeg y rhaglen a phecynnau ar gyfer yr is-grwpiau, yn dilyn cyfarwyddyd gan y Rheolwr Busnes, Cadeirydd y Grŵp neu Gadeirydd y Panel Adolygu.
4. Cynnal a diweddaru cofnodion cyswllt ar gyfer y grŵp a phob panel adolygu.
5. Sicrhau bod yr holl ddogfennaeth sy'n gysylltiedig â phob adolygiad yn cael eu ffeilio yn briodol ac yn ddiogel
6. Gallu defnyddio meddalwedd i gynhyrchu llinellau amser ar gyfer y paneli adolygu.
7. I fod y cofnodwr arweiniol ar gyfer gwaith y grŵp hwn a phaneli.
8. Trefnu gwasanaethau cyfieithu.
9. Diweddaru ffurflenni atgyfeirio achos

Cwrdd â therfynau amser ar gyfer cyflwyno dogfennau a threfnu dyddiadau cau ar gyfer cyflwyno dogfennau gan asiantaethau eraill, a hysbysu'r Rheolwr Busnes Rhanbarthol a Chadeirydd Adolygiadau o fethiant asiantaethau i gadw at amserlenni.

Bod yn gyfrifol am sefydlu perthnasau gwaith da yn fewnol ac yn allanol.

Cydymffurfio â Pholisiau a Gweithdrefnau'r Awdurdod a rhoi gwybod i Uwch Swyddogion am unrhyw feysydd nad ydynt yn cael eu cwmpasu'n ddigonol.

Chwarae rhan ymarferol wrth gefnogi egwyddorion ac arferion cyfle cyfartal yr Awdurdod fel yr amlinellwyd yn y Polisi Cyfle Cyfartal.

Bod yn gyfrifol am roi arferion lechyd a Diogelwch ar waith o ddydd i ddydd, gan rannu cyfrifoldeb am lechyd a Diogelwch yn yr adran, y gyfarwyddiaeth a'r Awdurdod yn gyffredinol.

Bydd yn rhaid i weithwyr roi gwybodaeth benodol amdanynt eu hunain er mwyn i'r Awdurdod allu cyflawni ei ddyletswyddau, ei hawliau a'i gyfrifoldebau fel cyflogwr. Bydd yr Awdurdod yn prosesu ac yn rheoli data fel hyn at ddibenion personél, gweinyddol a chyflogau yn bennaf.

Fel un o'ch amodau cyflogaeth ac er mwyn sicrhau bod yr adran yn effeithiol, efallai y bydd gofyn i chi gyflawni unrhyw dasg resymol arall, sy'n gymesur â'ch graddfa, fel y pennir gan eich Rheolwr Atebol neu Bennaeth Cydweithio Rhanbarthol.

### **Adnoddau/Offer/Deunydd**

Gliniadur

### **Goruchwyliau/Rheoli Pobl**

Dim

### **Gwybodaeth, Sgiliau, Hyfforddiant a Phrofiad**

- Sgiliau gweinyddol rhagorol a defnydd effeithiol o offer TGCh ac offer/adnoddau arbenigol eraill.
- Dealltwriaeth ymarferol lawn o bolisiau/codau ymarfer perthnasol ac ymwybyddiaeth o ddeddfwriaeth berthnasol
- Sgiliau TGCh rhagorol a'r gallu i greu a rheoli taenlenni cymhleth a defnyddio pecynnau TG arbenigol a gwybodaeth helaeth o systemau Office gan gynnwys Excel, PowerPoint ac Access.
- Profiad o ddatblygu, rheoli a gweithredu systemau gweinyddol
- Sgiliau cymryd cofnodion rhagorol a'r gallu i'w trawsysgrifio yn gywir.
- NVQ 3 neu gymhwyster cyfwerth a phrofiad mewn maes perthnasol
- Sgiliau rhifedd / llythrennedd rhagorol
- Sgiliau cyfathrebu rhagorol.
- Gallu gweithio'n adeiladol fel rhan o dîm, deall swyddogaethau a chyfrifoldebau a'ch sefyllfa chi eich hun o fewn y rhain.
- Gallu blaenorïaethu gwaith yn rheolaidd
- Profiad o weithio ar sail ranbarthol a chydag Uwch Reolwyr o ystod o sefydliadau.
- Gallu cyflawni tasgau cymhleth heb lawer o oruchwyliaeth
- Gallu rhoi sylw i fanylion
- Sgiliau trefnu rhagorol gyda'r gallu i ddelio â materion sensitif a chymhleth a bodloni terfynau amser

- Lefel uchel o sgiliau cyfathrebu a rhyngbersonol a'r gallu i ddehongli data er mwyn llunio casgliadau
- Gallu gweithio ar draws Gogledd Cymru yn unol ag anghenion y gwaith

### **Amodau Gwaith Arbennig**

Bydd yn rhaid i weithwyr roi gwybodaeth benodol amdanyst eu hunain er mwyn i'r Awdurdod allu cyflawni ei ddyletswyddau, ei hawliau a'i gyfrifoldebau fel cyflogwr. Bydd yr Awdurdod yn prosesu ac yn rheoli data fel hyn at ddibenion personél, gweinyddol a chyflogau yn bennaf.

Mae'r swydd yn swydd ranbarthol a gynhelir gan Gyngor Sir Ddinbych ar ran partneriaid yr Awdurdod Lleol.

### **Gwiriadau Cyflogaeth/Gofynion Penodol**

Bydd angen gwiriad GDG ar gyfer y swydd hon

### **Gweledigaeth/Cyd-destun**

Mae swydd y Swyddog Gweinyddol yn hanfodol i sicrhau bod gweinyddiaeth y Byrddau yn cael ei gyflawni'n effeithiol.

## CYNGOR SIR DDINBYCH MANYLION AM YR UNIGOLYN

Mae'r Manylion yn nodi'r sgiliau, yr wybodaeth a'r profiad a ystyrir yn hanfodol er mwyn ymgymryd â dyletswyddau'r swydd yn effeithiol. Caiff ei defnyddio wrth lunio rhestr fer ac ar gyfer y broses o gyfweld am y swydd hon. Dylech ddangos ar eich ffurflen gais sut rydych yn bodloni'r meinu prawf hyn. Byddwch ddim ond yn cael eich cynnwys ar y rhestr fer os ydych yn bodloni pob un o'r meinu prawf hanfodol (â'r meinu prawf dymunol lle bo'n berthnasol).

<b>Teitl y Swydd:</b>	<b>Swyddog Gweinyddol Rhanbarthol – Byrddau Diogelu Oedolion a Phlant Gogledd Cymru</b>		
<b>Gwasanaeth</b>	<b>Cydweithio Rhanbarthol - Gwasanaethau Cymorth Cymunedol</b>		
<b>Graddfa:</b>	<b>4</b>		
<b><u>MEINI PRAWF</u></b>	<b><u>HANFODOL</u></b>	<b><u>DYMUNOL</u></b>	<b><u>DULL ASESU</u></b> Ffurflen Gais / Cyfweliad / Cyflwyniad / Geirda ayb
<b>1. ADDYSG A CHYMWYSTERAU</b>	<p>Tystiolaetho safon dda o addysg (o leiaf 5 TGAU neu gyfwerth)</p> <p>NVQ Lefel 3 neu gyffelyb sy'n gysylltiedig â Busnes, Gweinyddu neu Wasanaethau Cwsmer</p> <p>Cymhwyster TG ffurfiol megis ECDL neu RSA Cam 2 neu gyfwerth</p> <p>Sgiliau TG da</p> <p>Sgiliau rhyngbersonol ardderchog</p> <p>Sgiliau cyfathrebu ysgrifenedig sydd yn gywir ac yn ramadegol gywir</p> <p>Sgiliau cyfathrebu llafar, yn gwrtais ac yn rhugl ac yn ddigynnwrf ar y ffôn</p> <p>Gallu cadw cyfrinachedd llwyr</p> <p>Hanes o sgiliau trefnu, profiad o weithdrefnau a systemau a</p>	<p>Mae gallu cyfathrebu trwy gyfrwng y Gymraeg a'r Saesneg yn hynod ddymunol.</p> <p>Gwybodaeth am weithdrefnau'r Gwasanaethau Cymdeithasol</p> <p>Gwybodaeth am waith y Byrddau Diogelu</p>	Ffurflen Gais / Cyfweliad / Prawf

	gweithredu fel pwynt cyswllt cyntaf  Gallu cyffwrdd deipio		
<b>2. PROFIAD PERTHNASOL</b>	Profiad o gymryd cofnodion mewn cyfarfodydd cymhleth  Profiad o drefnu cyfarfodydd a thrafod argaeedd. Profiad o fod y pwynt cyswllt cyntaf  Profiad o ddefnyddio Excel, Outlook a Word  Profiad o gadw cofnodion cyfrifiadurol a chynnal system ffeilio gyfrifiadurol.  Gallu gweld newid yn gadarnhaol ac annog agwedd gadarnhaol gan eraill  Ymrwymiad brwd frydig tuag at ymarfer gwrrth-ormesol.  Ymrwymiad i weithio yn unol â pholisïau'r Cyngor  Gwriad GDG  Profiad o hunan-ysgogi a hunan-reoli  Y gallu i deithio i gyfarfodydd rhanbarthol	Profiad a dealltwriaeth o waith yng nghyddestun aml-asiantaeth  Profiad o weithio gydag asiantaethau eraill ar draws ffiniau proffesiynol  Profiad o ddiweddarw gwefannau	Ffurflen Gais/ Cyfweliad Cyflwyniad Geirdaon
<b>3. GWYBODAETH A SGILIAU CYSYLLTIEDIG Â'R SWYDD</b>	Tystiolaeth o safon dda o addysg (o leiaf 5 TGAU neu gyfwerth)  NVQ Lefel 3 neu gyffelyb sy'n gysylltiedig â Busnes, Gweinyddu neu Wasanaethau Cwsmer	Sgiliau llaw-fer	

	<p>Cymhwyster TG ffurfiol ECDL neu RSA Cam 2 neu gyfwerth</p> <p>Sgiliau TG da.</p> <p>Gallu cyfathrebu trwy gyfrwng y Gymraeg a Saesneg (ar lafar ac yn ysgrifenedig)</p> <p>Rhaid meddu ar sgiliau rhyngbersonol ardderchog.</p> <p>Sgiliau cyfathrebu ysgrifenedig yn y Saesneg sydd yn gywir ac yn ramadegol gywir</p> <p>Sgiliau cyfathrebu llafar, yn gwrtais ac yn rhugl ac yn ddigynnwrf ar y ffôn</p> <p>Gallu cadw cyfrinachedd llwyr</p> <p>Hanes o sgiliau trefnu, profiad o weithdrefnau a systemau a gweithredu fel pwynt cyswllt cyntaf Gallu cyffwrdd deipio</p> <p>Gwybodaeth am brosesau a gweithdrefnau'r Gwasanaethau Cymdeithasol</p> <p>Gwybodaeth am waith y Bwrdd Diogelu</p>		
<b>4. RHINWEDDAU PERSONOL</b>	Agwedd gadarnhaol tuag at weithio fel rhan o dîm ac ymrwymiad i addatblygiad personol parhaus.		Ffurflen Gais/ Cyfweliad Cyflwyniad Geirdaon

	<p>Mynd i gyfarfodydd cymhleth a chyfarfodydd proffil uchel a pharatoi cofnod manwl a chywir o'r drafodaeth yn y cyfarfod.</p> <p>Deall pwysigrwydd defnyddio dulliau cyfathrebu priodol a chreu graddfeydd diogelwch ar gyfer dogfennau a ddosbarthwyd.</p> <p>Lefel uchel o gymhelliant personol gyda'r gallu i weithio ar eich liwt eich hun a rheoli eich llwyth gwaith eich hun</p> <p>Ymwybyddiaeth o bryd i gynyddu pryderon yng hylch terfynau amser sy'n cael eu methu gan asiantaethau i'r Rheolwr Busnes / Cadeirydd / Pennaeth Cydweithio Rhanbarthol</p> <p>Yn ddoeth a diplomyddol</p> <p>Rhaid gallu cysylltu ag asiantaethau partner</p>		
<b>5. GOFYNION ERAILL</b>	Gallu gweithio y tu hwnt i oriau gwaith arferol.		Ffurflen Gais/ Cyfweliad Cyflwyniad Geirdaon

## DENBIGHSHIRE COUNTY COUNCIL JOB DESCRIPTION

<b>Job Title:</b>	<b>Regional Administration Officer, North Wales Safeguarding Adults and Children Boards</b>
<b>Grade:</b>	<b>4</b>
<b>Service:</b>	<b>Community Support Services</b>
<b>Service Area:</b>	<b>Regional Collaboration</b>
<b>Responsible to:</b>	<b>Head of Regional Collaboration</b>
<b>Job ID Number / Date Issued:</b>	<b>03126</b>

### Job Purpose

The role of the North Wales Regional Safeguarding Board is to develop and foster effective liaison and co-operation of multi-agency services which prioritise the safeguarding and promotes the welfare of children and young people in North Wales.

Under the direction of the Regional Business Manager the role of the Safeguarding Children's Board officer is:

To provide effective and efficient administrative assistance to the Safeguarding Board, Delivery Groups and sub groups. The structure of the Board is set out below and it is expected that the post holder would support all of these groups.

### Principal Accountabilities and Responsibilities

1. To be the main point of contact for the North Wales Safeguarding Board and to maintain a positive image when in contact with service users, senior managers and other agencies.
2. Deal with correspondence and receive incoming mail for the Board and distribute accordingly.
3. To provide administrative support to the Regional Business Manager which may include clerical support on occasions.
4. Deal with telephone enquiries
5. Maintain and update contact directories for all members of the Board
6. Maintain computer based records.
7. Maintain efficient and accurate document filing system to support the work of the Board.
8. Arrange Board Meetings (dates/times/venues and catering)
9. Compile and collate standard and complex documentation.
10. Produce agenda for Board meetings and collate documents to meeting packs for Board Meetings and distribute electronically
11. Expected to work to deadlines to get documentation out.
12. Arrange minute taking and on occasions to minute take the Board
13. Arrange translation for the Board Meetings and to arrange translation for the documentation and minutes.
14. Maintain and develop computerised and manual date systems producing information/data as required. Record data on spreadsheets and produce reports as required.

15. Organise diaries and negotiate meetings with other external agencies
16. Collate requests for data
17. Undertake specific financial administration tasks as required such as processing invoices, raising orders and maintaining spreadsheets of financial commitment and expenditure.
18. Coordinate requests for financial contributions.
19. Maintain confidentiality in relation to all work undertaken.
20. Contribute to the maintenance of the website.

### **Local Delivery Groups and Sub Groups**

1. Arrange all subgroup meetings (times/dates/venues/catering) following instruction from the Business Co-ordinator
2. Circulate agenda and packs for the subgroups following instruction from the Business Co-ordinator
3. Maintain and update contact records for each group.
4. Arrange for minute taking for each subgroup group and on occasions to minute the meetings
5. Arrange translation services for the subgroups
6. Provide occasional support to the Local Delivery Groups

### **Practice Review Groups**

1. Arrange all group meetings, panel meetings and learning events (times/dates/venues/catering/)
2. Organise diaries and negotiate availabilities including external agencies
3. Circulate agenda and packs for the subgroups following instruction from the Business Manager, Chair of Group or Chair of Review Panel.
4. Maintain and update contact records for the group and each review panel.
5. Ensure that all documentation relating to each review are filed appropriately and securely
6. Ability to use software to produce timelines for the review panels.
7. To be the lead minute taker for the work of this group and panels.
8. Arrange translation services.
9. Update case referral forms

Meet deadlines for submitting documentation and diarising deadlines for submission of documentation by other agencies and informing Regional Business Manager and Chair of Reviews of failure of agencies to adhere to timescales.

To be responsible for establishing good working relationships both internally and externally.

Compliance with the Authority's Policies and Procedures and to make known to Senior Officers any areas which are not adequately covered.

To participate actively in supporting the Authority's principles and practices of equality of opportunity as laid down within the Equal Opportunities Policy.

To be responsible for the application of Health & Safety practices within the daily operations, sharing a common responsibility for Health & Safety across the department, directorate and Authority as a whole.

Employees will be required to give certain information relating to themselves in order that the Authority may properly carry out its duties, rights and obligations as an employer. The Authority will process and control such data principally for personnel, administrative and payroll purposes.

As a term of your employment and in order to maintain effective departmental operations, you may be required to undertake any other reasonable task, commensurate with your grade, as determined by your Line Manager or Head of Regional Collaboration.

### **Resources/Equipment/Material**

Laptop

### **Supervision/Management of People**

None

### **Knowledge, Skills, Training and Experience**

- Excellent administrative skills and effective use of ICT and other specialist equipment/resources
- Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation
- Excellent ICT skills and ability to create and manage complex spreadsheets and use of specialist IT packages and extensive knowledge of Office systems including advanced Excel, Power Point and access
- Experience of development, management and operation of administrative systems
- Excellent minute taking skills and ability to transcribe these accurately
- NVQ 3 or equivalent qualification and experience in relevant discipline
- Excellent numeracy/literacy skills
- Excellent communication skills
- Ability to work constructively as part of a team, understanding roles and responsibilities and own position within these
- Ability to prioritise work on a frequent basis
- Experience of working on a regional basis and with senior Managers from a range of organisations
- Ability to undertake complex tasks with minimal supervision
- Ability to give attention to detail
- Excellent organisational skills with the ability to deal with sensitive and complex issues and to meet deadlines
- High degree of communication and interpersonal skills and ability to interpret data in order to draw conclusions
- Ability to work across the whole of North Wales as the work requires

### **Special Working Conditions**

Employees will be required to give certain information relating to themselves in other that the Authority may properly carry out its duties, rights and obligations as an employer. The authority will process and control such data principally from personnel, administrative and payroll purposes.

The post is a regional Post hosted by Denbighshire County Council on behalf of LA partners.

### **Employment Checks/ Specific Requirements**

A DBS check will be required for this post.

### **Vision/Context**

The Administration Officer post is integral ensuring that the administration of the Boards are undertaken effectively.

## DENBIGHSHIRE COUNTY COUNCIL PERSON SPECIFICATION

The Person Specification sets out the skills, knowledge and experience that are considered to be necessary to carry out the duties of the post effectively. It will be used in the short-listing and interview process for this post. You should demonstrate on your application form how you meet these criteria as you will only be shortlisted if you meet all of the essential criteria (and desirable criteria where applicable).

<b>Post Title:</b>	<b>Regional Administration Officer – North Wales Safeguarding Children and Adults Boards</b>
<b>Service</b>	<b>Regional Collaboration – Community Support Services</b>
<b>Grade:</b>	<b>4</b>

<b><u>CRITERIA</u></b>	<b><u>ESSENTIAL</u></b>	<b><u>DESIRABLE</u></b>	<b><u>METHOD OF ASSESSMENT</u></b>
<b>1. EDUCATION &amp; QUALIFICATIONS</b>	<p>Evidence of a good standard of education (at least 5 GCSE's or equivalent)</p> <p>Business, Administration or Customer service related NVQ Level 3 or equivalent</p> <p>Formal IT Qualification such as ECDL or RSA Stage 2 or equivalent</p> <p>Good IT Skills</p> <p>Excellent interpersonal skills</p> <p>Written communication skills, accurate and grammatically correct</p> <p>Verbal communication skills being courteous and fluent and calm telephone manner</p> <p>Ability to maintain strict confidentiality</p> <p>Proven operational skills, experience in procedures and</p>	<p>Ability to communicate through the medium of English and Welsh highly desirable</p> <p>Knowledge of social services procedures</p> <p>Knowledge of work of the Safeguarding Boards</p>	<p>Application form/Interview/Test</p>

	<p>systems and acting as first point of contact</p> <p>To be able to touch type</p>		
<b>2. RELEVANT EXPERIENCE</b>	<p>Experience of minute taking in complex meetings</p> <p>Experience of arranging meetings and negotiating availability</p> <p>Experience of being the first point of contact</p> <p>Experience of using excel, outlook and word</p> <p>Experience of maintaining computer based records and maintaining a computer based filing system</p> <p>Able to view change positively and to encourage a positive attitude to others</p> <p>Enthusiastic commitment to anti-oppressive practice</p> <p>Commitment to working to the Council's policies</p> <p>DBS check</p> <p>Experience of self-motivating and self-management</p> <p>Ability to travel to regional meetings</p>	<p>Experience and understanding of work in a multi-agency context</p> <p>Experience of working with other agencies across professional boundaries</p> <p>Experience of updating websites</p>	<p>Application form/Interview Presentation References</p>
<b>3. JOB RELATED KNOWLEDGE &amp; SKILLS</b>	<p>Evidence of good standard of education</p>	<p>Shorthand skills</p>	

	<p>( at least 5 GCSEs or equivalent)</p> <p>Business, Administration or Customer Service related NVQ Level 3 or equivalent</p> <p>Formal IT qualification ECDL or RSA Stage 2 or equivalent</p> <p>Good IT skills</p> <p>Ability to communicate through the medium of Welsh and English (written and verbally)</p> <p>Must have excellent interpersonal skills.</p> <p>Written communication skills in English which are accurate and grammatically correct</p> <p>Excellent communication skills, courteous and fluent and calm telephone manner</p> <p>Ability to maintain strict confidentiality</p> <p>Proven organisational skills, experience in procedures and systems and acting as first point of contact To be able to touch type</p> <p>Knowledge of Social Services procedures and processes</p> <p>Knowledge of the work of the Safeguarding Board</p>	
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<b>4. PERSONAL QUALITIES</b>	<p>Positive attitude towards working as a member of a team and commitment to ongoing personal development</p> <p>Attend complex meetings and high profile meetings and prepare a detailed and accurate record of the discussion at the meeting</p> <p>Understand the importance of using the appropriate communication methods and creating security ratings for documents distributed</p> <p>High degree of personal motivation with the ability to work on own initiative and manage own workload</p> <p>Awareness of when to escalate concerns regarding deadlines being missed by agencies to the Business Manager/Chair/Head of Regional Collaboration</p> <p>Must be tactful and diplomatic</p> <p>Must be able to liaise with partner agencies</p>		Application form/Interview Presentation References
<b>5. OTHER REQUIREMENTS</b>	The ability to work outside normal office hours if required		Application form/Interview Presentation References