



APPLICATION FOR EMPLOYMENT

Thank you for the interest you have shown in the vacancies within Stockton on Tees Borough Council.

Completed forms can be e-mailed to recruitment@xentrall.org.uk or posted to **Xentrall Recruitment Services, PO Box 891, Stockton on Tees, TS19 1JT**, marking the envelope in the top left hand corner with the post reference number.

In accordance with our recruitment procedures, your application will only be considered if it is received on or before the closing date as shown in the advertisement.

In the interests of economy, applications received via the post are not automatically acknowledged. If you require confirmation that your application has been received please enclose a stamped addressed envelope or telephone 01642 526992.

If you have not been contacted within 4 weeks of the closing date for receipt of applications, please assume that on this occasion your application has not been successful.

Team Administrator

Vacancy ID: 011597

Salary: £9,656.00 - £9,849.00 Annually

Closing Date: 17/01/2021

Benefits & Grade

Grade E

Contract Details

Temporary for 12 months

Contract Hours

18.5 hours per week

Disclosure

The successful applicant will be subject to an Enhanced DBS check

Job Description

An opportunity has arisen within the Adult Mental Health Team, based in Stockton, for a temporary Team Administrator.

The successful candidate should have excellent communication skills and be able to work as part of a team providing admin support to Social Workers and Social Care officers.

A working knowledge of Care Director is preferable.


An online application form and further information is available from www.stockton.gov.uk/jobs.

Please ensure you refer to the Job Description and the essential and desirable criteria in the Person Specification when completing the Personal Statement on the application form, as this information is used to select candidates for interview.

If you would like an informal discussion about the post, please contact Gillian Garry, Team Manager, on 01642 528668.

The application form is available in alternative formats from Xentrall Recruitment Services, tel: 01642 526992 or email recruitment@xentrall.org.uk

Stockton-on-Tees Borough Council ensures that all customers, both internal and external receive a consistently high quality level of service.

 Stockton-on-Tees BOROUGH COUNCIL		JOB DESCRIPTION
Directorate: Adults and Health		Service Area: Adult Operations
JOB TITLE: Team Administrator		
GRADE: E		
REPORTING TO: Adult Mental Health Team		
1.	JOB SUMMARY: To provide administrative support to Adult Mental Health Team	
2.	MAIN RESPONSIBILITIES AND REQUIREMENTS	
	1	Receiving and passing on messages and instructions on behalf of team staff, including the making of arrangements on their behalf when requested.
	2	To respond to queries raised by members of the public and other professionals, ensuring that all queries are dealt with in a timely manner
	3	To triage phone calls from members of the public ensuring that urgent calls are responded to immediately.
	4	The maintenance of individual and team records including electronic case files and databases, this should include updating case supervisions and inputting service provisions.
	5	The preparation and maintenance of case files including the scanning and attachment of documentation including Deprivation of Liberty Safeguard Assessments, court reports, witness statements and legal orders.
	6	The collation of case load information and other statistics as requested by the team manager.
	7	Liaising with other departments and professionals.
	8	To arrange meetings as requested by staff including the booking of rooms, issuing the invites and taking minutes.
	9	To raise departmental purchase orders through the Agresso system and ensure the reconciliation of invoices.
	10	Collection of information for the department's re-referral process and to create carer's on the database.
	11	To check the secure e-mails regularly and ensure any urgent requests are passed on to the appropriate person.
	12	To ensure that requests for Decision Support Tools are actioned and that a response is sent to the CCG.
	13	To ensure that the client databases are correctly completed before passing to the team manager for closure.
	14	Ensure that leaflets are available to be provided to clients on request.
	15	To liaise with providers ensuring that individual service orders are returned and attached to the database.
	16	To support staff in the use of the data base, in particular with exception reports and ensuring that the information required for national returns is on the data base.
	17	To create Approved Mental Health Professional (AMHP) referrals and assessments, including the typing and distribution of reports.
	18	To type Community Treatment Orders, Guardianship reports, Court reports and tribunal reports as requested by the team.

	19	To triage request for mental health assessment including contacting the available AMHPS to complete the assessments.
	20	To review equipment provided by the occupational therapy department ensuring that it remains appropriate and is in working order.
	21	To arrange collection or replacement equipment from Tees Community Equipment Service where this is required.
	22	To undertake other clerical and administrative tasks as are required but which are commensurate with the grading of the post.
	23	To enhance the departments image within the authority by promoting awareness of services and achievements .
	24	To be flexible to provide cover to other teams within adult operational services and to work from any location in the Borough, according to the needs of the service.

3. GENERAL

Job Evaluation - This job description has been compiled to inform and evaluate the grade of E using the NJC Job Evaluation scheme as adopted by Stockton-on-Tees Borough Council.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Workforce Culture and supporting behaviours and Code of Conduct – The post holder is required to carry out the duties in accordance with Workforce Culture and supporting behaviours, code of conduct, professional standards and promote equality and diversity in the workplace.

Shaping a Brighter Future – The post holder will embrace the Council's "Shaping a Brighter Future" programme.

Personal Development – As defined by the Council's Culture Statement, all employees will take responsibility for their own development

Customer Services – The post holder is required to ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton on Tees Borough Council.

Policies and Procedures – The post holder is required to adhere to all Council Policies and Procedures.

Health and Safety – The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

Safeguarding – All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council's Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

Job Description dated September 2017

PERSON SPECIFICATION

Job Title/Grade	Team Administrator	E
Directorate / Service Area	Adults and Health	Adult Operations
Post Ref:	POS004885	

	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	<ul style="list-style-type: none"> NVQ level 2 qualification in a related subject area or equivalent level of knowledge gained from demonstrable work experience. 		Application form
Experience	<ul style="list-style-type: none"> Previous administrative knowledge Word processing/use of Excel/MS office Maintaining databases/collation of statistics Dealing with confidential personal records 	<ul style="list-style-type: none"> Previous experience of minute taking Working knowledge of care director system 	Application / Interview
Knowledge & Skills	<ul style="list-style-type: none"> Literacy/Numeracy Good Communicator, written and verbal Ability to take minutes at meetings Ability to maintain records Telephone manner Ability to prioritise/organise work load Ability to work as part of a team 		

Specific behaviours relevant to the post	<ul style="list-style-type: none"> • Demonstrate the Council's Behaviours which underpin the Culture Statement. • Flexible • Motivated • Reliable • Willingness to undertake any relevant training. • Customer focus • Positive attitude 		Application / Interview
Other requirements			

Person Specification dated September 2017

Conditions of Service

General

Conditions of service will vary from service to service. However, there are some general points to cover.

Conditions of service generally are those contained in the appropriate National Joint Council Schemes but have been supplemented in a number of areas by locally agreed conditions. The relevant Handbooks are available for reference in all departments.

Office Hours

The normal working week is 37 hours. Council offices are generally open to the public from 8.30 a.m. to 5.00 p.m. (4.30p.m. on Friday). The majority of office staff are able to take part in the Councils flexible working hours scheme. Elsewhere, fixed hours or shift working may be operated according to the needs of a particular service.

Annual Leave

The basic annual leave entitlement is 26 days plus 8 public holidays. Employees with 5 years continuous service receive 31 days annual leave.

Sick Pay

Most employees are covered by the provisions of the nationally agreed sick pay schemes which allow periods of absence on half pay and full pay according to length of service.

Pension

You will automatically be entered into the Local Government Pension Scheme (LGPS) unless you choose to opt out. This is a contributory pension scheme and meets Government standards for automatic enrolment. If you do not opt out within three months of joining the LGPS, you will not be eligible to receive a refund of your contributions but will instead be given deferred benefits within the Scheme. If you decide to opt out of the Scheme your employment, earnings and age will be monitored in line with automatic enrolment guidelines.

Medical Examination

Before commencing your employment, you will need to complete a medical questionnaire and may be subject to a medical examination.

Probation

New entrants to Local Government will be required to complete a six month probationary period.

Equal Opportunities

The Council is working towards an environment where all employees, residents and service users receive equal treatment regardless of gender or gender reassignment, marital or civil partnership status, sexual orientation, age, disability, race, religion or belief, social origin, pregnancy and maternity.

Job Sharing

A voluntary Job Sharing Scheme is in operation. Applications to job share are welcome and there is no requirement for you to apply with a partner.

Payment of Salaries

Salaries are paid monthly on the last working day of the month. All payments are made by credit transfer direct to a nominated bank or building society.

Smoking Policy

The Council operates a No Smoking Policy.

Politically Restricted Posts

The Local Government and Housing Act 1989, as amended by the Local Democracy, Economic Development and Construction Act 2009 designate certain posts as politically restricted. If this is the case it will be detailed on the job description and means that you would be disqualified from being a member of a Local Authority, the House of Commons or of the European Parliament. Further information is available upon request.

Rehabilitation of Offenders Act 1974

Having a criminal record will not necessarily bar you from working for the Council. This will depend on the nature of the post and the circumstances and background of your offence(s). To assist the Council in determining the suitability of your employment, certain posts are subject to a DBS check. If this is the case an appropriate statement will appear in the recruitment advertisement.