**Job Description**



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| Job Title | DSPP Joint Business Support Officer | Directorate |  |
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| Post Number |  | Division | Dudley Safeguarding People Partnership  |
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| Grade | Grade 6 | Salary |  | Section | DSPP Business Unit |
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| Reports To | Joint Safeguarding Business Manager |

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| **Purpose of the Job** |
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| To support the delivery of DSPP by providing high quality business support to the partnership and associated sub groups / work streams and activity**Scope of the job*** To support and co-ordinate the activities of the Local Safeguarding People Partnership Arrangements (DSPP), and its sub groups, arranging and coordinating and minuting the meetings of the Partnership and its sub groups and training offer
* To support the Learning and Development coordinator and Development Officer in collating and producing reports and documentations including Business Plans; statistical information; monitoring and quality assurance processes
* The post holder is required to develop effective working relationships across the partnership including communicating with senior officers and elected members
* The post holder is required to deliver the requirements of the role so as to develop the visibility and reputation of the DSPP
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| **Specific Accountabilities** |
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| To co-ordinate and facilitate the meetings of the DSPP and its sub groups, by establishing and maintaining effective administrative systems To organise the meetings of the DSPP and its sub-groups, including booking venues, circulating agendas, and taking and circulating the minutes in accordance with agreed timescales To support members of the Partnership in responding to inspections and meeting regulatory requirements to enable the Board to evidence its activities and functions to improve outcomes for the people of Dudley To be the point of contact for all agencies wishing to contribute to the agenda for the DSPP and its sub groups.To take minutes of DSPP meetings and distribute to all member agencies as necessary To collate local, regional and national guidance, bulletins and government circulars /newsletters to inform the work of the DSPP Business Manager and to assist with the review of relevant legislative changes. To respond in a timely and responsive manner to incoming correspondence, phone calls, emails and requests for information.To use own initiative and previously agreed guidelines to deal with all routine correspondence. To maintain a forward plan systems for sub group meetings and produce draft agendas for consideration and approval by DSPP Business Manager, DSPP Chairperson and DSPP sub group chairpersons.To arrange and service meetings in accordance with DSPP business standards, including identification of meeting dates, organising venue and refreshments, distribution of papers, minuting, transcribing and distribution of minutes and producing and updating action logsTo liaise closely with the Chairs of the sub-groups, ensuring that agendas for meetings are agreed in ample time for papers to be received before meetingsTo provide high quality business support to DSPP projects e.g. awareness raising activity/events or Board development days, including supporting the CSPR and SAR processTo proactively collate and update information required for DSPP inspection and support other forms of external review e.g. peer review To be responsible for prioritising own workload to ensure all tasks and projects are completed within required timescales.To handle sensitive and personal data in accordance with legislation and organisational requirements.To work as a member of the DSPP Business Unit and ensure the preparation of high quality and accurate work.To undertake other duties which are commensurate with the grade of the post to support the delivery of DSPP functions |

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| **Key Accountabilities*** To be accountable for and promote equality, diversity and community cohesion to meet Council, Directorate and Service objectives. All employees have a responsibility not only for their own behaviour, but also for others regarding equality of opportunity. Any incident must be reported.
* To participate in a Performance Review and Development meeting and undertake a plan of training where necessary. Develop his/her own skills and expertise in a professional manner.
* In addition to all the responsibilities listed above, all employees must be flexible in their approach and undertake other duties that are commensurate with post holder’s level, wherever they may be, to achieve the objectives of the Directorate.
* To represent the Council and Directorate in a professional manner meeting the Corporate and Directorate aims. To comply with Directorate and Corporate policies.
* To comply with the council’s financial regulation and standing orders
* To actively promote Dudley’s commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults at a level appropriate to this group.
* Employees must comply with health and safety legislation and will be required to comply with the Council’s Health and Safety Policies. All employees must ensure that they take reasonable care of their own health and safety as well as the health and safety of any person that is affected by their actions.
* To be responsible for adhering to legislative requirements and Council Policies and Procedures including, but not exclusively health & safety, Data Protection and Internet/Email use.
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| Special Conditions | This post is subject to the DBS checking process  |
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| Car Allowance |  |
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| Prepared By(Section/Mgr) | Sam Anderson |
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| Review Date  | 15.12.21 |