

Northumberland County Council
JOB DESCRIPTION

Post Title: Strategic Community Safety Partnership Assistant		Director/Division Public Health, Inequalities, and Stronger Communities		Office Use
Band: Band 5		Service/Workplace: County Hall		JE ref: 4386
Responsible to: Strategic Community Safety and Partnership Manager		Date: January 2024	Manager Level:	
Job Purpose: To provide high quality and confidential administrative and secretarial support to the Safer Northumberland Partnership (SNP), known as 'Board'. To act as a key link and central point of contact for providing information, administration and support as necessary. Coordinate the governance and delivery of Board meetings ensuring accurate records are maintained.				
Resources	Staff	Some coordination of additional administrative support allocated from time to time. Supervision of apprentice including allocation of work. Coordinate, monitor and collate information and performance reports pertaining to the work of other agency representatives working to the Boards priorities.		
	Finance	Accountable for monitoring spends and authorising expenditure up to £500k against agreed budget headings and project cost sheets. Responsible for the financial monitoring and reporting including any associated grant usage statements. Ordering and processing Invoices and payments.		
	Physical	Manage the access, control, and distribution of critical and confidential service data. Responsible for the security, retention and deletion of highly confidential and sensitive material. Careful use of office equipment.		
	Clients	Work in collaboration with Senior Officers, Strategic Partnership Leadership Teams and other staff to achieve the Boards aims and objectives.		
Duties and key result areas: 1. Responsible for the coordination and provision of a high quality and comprehensive range of administrative and secretarial support to the Safer Northumberland Partnership. 2. Responsible for the provision of accurate and timely management information and reporting to the Safer Northumberland Partnership. 3. Responsible for the financial management and monitoring of all Safer Northumberland Partnership activities ensuring grant funding returns and financial procedures are adhered to. 4. Act as a single point of contact for the administrative coordination and liaison between Senior Officers and Leadership Teams operating as part of the Safer Northumberland Partnership Board, working with confidence and efficiency to ensure that appropriate critical information is relayed on time or that enquiries are appropriately redirected, 5. Proactively manage the Safer Northumberland Partnership electronic diary, board and related meetings schedules, assessing priority, review and change as necessary. 6. Manage the safe and efficient processing and allocation of all Safer Northumberland Partnership correspondence, ensuring that incoming correspondence is dealt with by the Strategic Community Safety and Partnership Manager /or on behalf of the Strategic Community Safety and Partnership Manager, or other staff as appropriate. 7. Handle sensitive and complex issues in a professional and objective manner. Take initiative as appropriate. 8. Maintain office systems, including data management and filing and maintain records as appropriate including use of appropriate Government Security Classification 9. Responsible for the control of confidential papers, ensuring their safe retention, duplication and transmission and easy retrieval. 10. Produce timely, accurate and high-quality typed material including correspondence, reports, e-mails, presentations and spreadsheets. 11. Organise and attend meetings with the Strategic Community Safety and Partnership Manager, or other staff as appropriate, to take formal minutes and transcribe accurately and concisely providing a true record of proceedings, book venues and refreshments, make appropriate travel arrangements, ensuring adequate briefing as appropriate. 12. Assist in the effective implementation of the business planning process in conjunction with the Strategic Community Safety and Partnership Manager, or other staff as appropriate, by effectively monitoring work in progress against the work plan and ensuring that critical dates, events and actions receive appropriate attention. 13. Undertake research, investigations or data analysis as directed to support the work of the Safer Northumberland Partnership. 14. As a member of a multi-disciplinary professional team, fully support the management of the Safer Northumberland Partnership and Strategic Community Safety function. 15. Arrange the administrative elements of Safer Northumberland Partnership business meetings and events and arranging travel and accommodation where appropriate.				

16. The duties and responsibilities highlighted in this job description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis	
Transport requirements:	Occasional need to travel to other service locations to attend meetings, conferences etc.
Working patterns:	Day work with some late hours and occasional weekend working. Flexible working hours will apply.
Working conditions:	Minimal exposure to disagreeable, unpleasant or hazardous conditions.

Northumberland County Council
PERSON SPECIFICATION

Post Title: Strategic Community Safety Partnership Assistant		Service: Public Health, Inequalities, and Stronger Communities	Ref: 4386
Essential		Desirable	Assess by:
Knowledge and Qualifications			
<ul style="list-style-type: none"> ● Relevant Level 4 Qualification in Business Administration or an equivalent portfolio of experience ● Knowledge of financial management procedures and general accounting ● Knowledge of general data protection regulations ● Knowledge of Microsoft 365 business software applications and solutions ● Good general education demonstrating proficient numeracy and literacy 		<ul style="list-style-type: none"> ● Relevant Degree or Higher-Level vocational Qualification ● Project Management Experience ● Knowledge of Local Government procedures. ● Basic understanding and awareness of the social and political context in which the SNP works. ● Basic knowledge of the main operational, procedural, and practical issues relating to provision of community safety. ● Basic knowledge of data collection, interpretation, and effective use in community safety 	
Experience			
<ul style="list-style-type: none"> ● Demonstrable experience in providing high quality secretarial/personal administrative support ● Experience in arranging, administering, and coordinating partnership or multi-agency meetings. ● Experience of providing diary management to Senior Officers, Leadership Teams. ● Experience in coordination and management of document and electronic filing systems. 		<ul style="list-style-type: none"> ● Previous Local Government experience in a support/secretarial role. ● Experience of working within a community safety setting. ● Experience of partnership working. 	
Skills and competencies			
<ul style="list-style-type: none"> ● Reliable and efficient with excellent organisational skills. ● Excellent interpersonal skills with ability to communicate effectively verbally and in writing. ● Meticulous with an eye for detail and accuracy ● Ability to resolve problems and work on own initiative. ● Proactive and achievement oriented, able to plan and prioritise work including setting deadlines ● Resilient and resourceful with the ability to remain calm and polite under pressure. ● To maintain strict confidentiality at all times. 		<ul style="list-style-type: none"> ● Ability to take formal minutes and transcribe accurately and concisely. ● Confident and outgoing personality. ● Political awareness and sensitivity. 	
Physical, mental and emotional demands			
<ul style="list-style-type: none"> ● Regular periods of concentrated mental attention with some pressure from deadlines, interruptions and conflicting demands. ● Exposure to Members, Senior Officers and Leadership Teams often requiring high degree of self-awareness, confidence and professionalism to maintain credibility amongst partners ● Working effectively with sensitive and distressing subject matter. 			

<ul style="list-style-type: none"> • Contact with the public may result in some emotional demands. • General sedentary position with minimal exposure to disagreeable, unpleasant or hazardous conditions. 		
Other		
<ul style="list-style-type: none"> • Works collaboratively as part of a team. • Adapts to change by adopting a flexible, conscientious and co-operative attitude. 	<ul style="list-style-type: none"> • Committed to Continued Professional Development (CPD). 	