

ROCHDALE BOROUGH COUNCIL

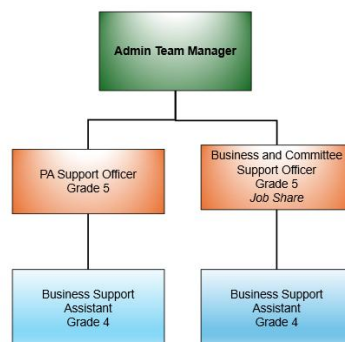
JOB DESCRIPTION

SERVICE:	Integrated Care and Health
SECTION:	Programme Delivery
LOCATION:	Number One Riverside
JOB TITLE:	Business Support Assistant (Admin Hub)
POST NUMBER:	
Grade:	4
Accountable to:	Business Support and Committee Officer (Admin Hub)
Accountable for:	
Hours of Duty:	37 flexible working hours in accordance with the needs of the service.
Any Special Conditions of Service:	The Authority operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within in the immediate vicinity of the building which is wholly owned, leased or operated and occupied by Rochdale Borough Council. This post is/is not Politically Restricted in accordance with the current regulations (<i>delete as appropriate</i>)

The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff to share this commitment.

ORGANISATIONAL CHART

HMR Integrated Health and Care Admin Hub



PURPOSE AND OBJECTIVES OF THE JOB

The Integrated Administration Hub is a dynamic team that supports the integrated commissioning function of RBC and NHS Greater Manchester Integrated Care – Heywood, Middleton and Rochdale (NHS GM IC - HMR) and the wider system to deliver better Health and Social Care outcomes to the residents of Rochdale. The team is responsible for providing a wide range of administrative and technical support to aid the delivery of the HMR Integrated Care Partnership priorities.

Control of Resources

Personnel

To be responsible for managing and motivating of self both as an individual and as a member of the service.

Financial

To work in accordance with Financial Regulations and procedures of the Authority.

Equipment/Materials

To ensure effective and appropriate use and security of information systems relevant to the post including software and ICT equipment.

To ensure the efficient and effective use of equipment and consumable goods used in relation to the work of the post holder.

Data & Information Security

Responsible for management and security of data for areas of responsibility.

Health/Safety/Welfare

Responsibility for the safety and welfare of self and colleagues in accordance with the Health and Safety Policies of the Council.

Equality and Diversity

To work in accordance with the Authority's Policy relating to the promotion of Equality and Diversity.

Training and Development

The post holder will be responsible for assisting in the identification and undertaking of his/her own training and development requirements in accordance with the Council's Performance Management Framework.

Relationships (Internal and External)

Internal: Managers and Staff within the Service
Staff of other Services including NHS GM IC - HMR
Elected Members

External: Colleagues within wider HMR Integrated Care Partnership
Outside Agencies / Service Providers
Members of the Public

Responsibilities

The postholder must -

- (i) Perform his/her duties in accordance with Rochdale Council's Equality and Diversity Policy.

- (ii) Ensure that Rochdale Council's commitment to public service orientation and care of our customers is provided.

Values and Behaviours

Approach the job at all times using the values set out below

- Proud of the difference we make
- Passionate about the diversities of the Borough
- Pioneering and Open in our Approach

Be aware of and apply these values and associated behaviours at all times.

Principal Duties

1. Provide a wide range of administrative duties.
2. Provide cover to ensure appropriate support is in place for the admin hub during periods of absence.
3. Co-develop, maintain and work within an integrated administrative and technical support team, to ensure delivery of the Commissioning Cycle, including Service Transformation and Redesign function. Examples below:
 - Financial administration (inc timely ordering, payments and recharges, ensuring invoices are paid within commissioning's target)
 - Commissioning administration
 - Requests for information (inc freedom of information, data, audit, practice assurance)
 - Database management
 - Meeting and event booking / support
 - Governance Forward View
 - Correspondence internal / external
 - Adhoc project administration
4. Use and maintain information systems, communication systems, databases and other ways to record or share information.
5. Arrange meetings, events and workshops; including checking availability of attendees, booking venues, arrangement of AV equipment, preparing agendas, collating/distributing papers, record keeping and chase actions following meeting reporting on progress as appropriate.
6. Take phone calls in the absence of team members and convey any related messages.
7. Attend and participate in meetings, as appropriate, including the preparation of reports, agendas and transcribing minutes or actions.
8. Communicate effectively and sensitively with a wide range of people.
9. Retrieve, collate and analyse relevant information from a variety of sources as required.
10. Work and assist in the identification of potential improvements to administrative processes and procedures.
11. Ensure principles of Administration hub are upheld at all times
12. Any other duties as agreed with the line manager.

Secondary Duties

- 1 To participate in Council programmes of in-service training as a trainee and when required as a trainer facilitator.
- 2 To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the Service Head (or nominated representative) in consultation with the postholder (and if he/she so wishes, with his/her Trade Union representative).

Job Description prepared by	<u>Helen Chapman</u>	Date	<u>9 May 2023</u>
Agreed by Postholder	<u></u>	Date	<u></u>
Supervisor	<u></u>	Date	<u></u>
Service Director	<u></u>	Date	<u></u>

Rochdale Borough Council Person Specification

Service :	Integrated Care and Health	Post:	Business Support Assistant
Section :	Programme Delivery	Post Number :	
Job Ref:		Grade:	4

Note to Applicants:

The *Essential Criteria* are the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.

The *How Identified* column shows how the Council will obtain the necessary information about you.

If the *How Identified* column says the **Application Form** next to an *Essential Criteria* you **MUST** include in your application enough information to show **how** you meet this criteria. You should include examples from your paid or voluntary work.

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Criteria	Essential (E) or Desirable (D)	How Identified: AF Application Form I Interview A Assessment
(a) Special Working Conditions		
1 Occasional attendance at evening meetings as required	E	AF
(b) Qualifications and Experience		
1 Experience of IT applications including word processing, PowerPoint, databases, spreadsheets and Outlook.	E	AF/I
2 Experience of providing a range of administrative and financial support functions.	E	AF/I
(c) Skills and Knowledge		
1 Ability to analyse, reconcile and present administrative/financial information	E	AF/I
2 Ability to assist in the development and maintenance of manual and computerised administrative and finance systems	E	AF/I/A
3 High standards of literacy and numeracy.	E	AF/I
4 Excellent organisational skills and the ability to work to deadlines	E	AF/I/A
5 Ability to work as part of a team and on own initiative	E	AF/I
6 Able to work in a methodical manner and prioritise work in a pressured environment to meet targets/deadlines	E	AF/I/A
7 Understanding of the issues relating to the confidentiality of information handled by the team.	E	AF/I
8 Ability to communicate confidently and effectively with staff at all levels and with representatives of external organisations- orally and in writing	E	AF/I
9 Ability to organise and prioritise workloads both own and the team	E	AF/I
10 An understanding of the value of employee development	E	AF/I
11 Commitment to Equality and Diversity and Customer Care policies	E	AF/I
(d) Behaviours and Values		
1 Approach the job at all times using the values set out below: - Proud of the difference we make - Passionate about the diversities of the Borough - Pioneering and Open in our Approach Please confirm you are willing to adhere to these values and behaviours.	E	AF/I