

Minute Taker Senior Admin Officer – Adult Safeguarding

Service	Reporting to	Location	Grade
Adult Social Care Business Support	Specialist Support Officer	Hybrid -WAH and Salford Civic Centre	2C

About the role

The Salford safeguarding adults team coordinates the initial information gathering, from the referral, where an adult with care and support needs is experiencing, or is at risk of, abuse or neglect and is unable to protect themselves. The team's role is to establish what has happened, assess and reduce risk, ensure the adult's voice and desired outcomes remain central to the process, and work with partner agencies to protect the person and promote their wellbeing.

This post provides a comprehensive administrative support to Adult Social Care, by arranging, attending and minuting adult safeguarding meetings producing typed records and other information in a highly accurate manner

This post provides where appropriate specialist advice and support to operational and administrative staff and works collaboratively with Partner agencies.

This post assists in the preparation and review of statistical information and the development of relevant policies and procedures

The minute taker will:-

- Transcribe minutes in an efficient and timely manner to a highly accurate standard
- Attending safeguarding meetings either face to face or over MS Teams using a laptop to capture relevant information
- Working as part of a team to provide an effective service to support chairs of safeguarding meetings
- To maintain an inbox and calendar and ensure fair distribution of workload
- To accurately input information into client database

- Communicate, engage and work collaboratively with external and internal partner agencies and members of the public
- To provide specialist advice and support to operational and other partner agencies on processes and procedures for the administration of minuting safeguarding meetings
- To assist in the development of new policies and procedures in written and electronic format
- To assist in providing statistical information where appropriate
- To work flexibly in the interests of the service. This may include undertaking other duties appropriate to the post holders' skills and abilities. Where this occurs, there will be consultation with the post holder and any necessary personal development will be taken into account

Key areas of responsibility

Communications and Relationships

- To act as a point of contact for internal and external partner agencies to ensure adult safeguarding meetings take place in a timely manner
- To maintain a high level of confidentiality and discretion at all times when sending minutes and communicating
- To ensure clear communication with excellent writing, data entry and presentation skills: capable of constructing and delivering clear information in an accurate and professional manner at all times with the possibility of using the information in a court of law
- To have the ability to use own initiative and work under pressure in a busy working environment and be able to multi task

Analytical and Judgmental Skills

- To ensure attention to detail in all duties undertaken, correspondence, minutes and data input
- To use own judgment to find solutions to professionals / chairs requests
- To ensure active time management, managing tasks and gathering information as appropriate
- To ensure all work is uploaded to Liquid Logic and to ensure information is kept securely and is accessible to other members of the team and internal professionals
- To manage inbox and calendar ensuring all meeting requests are communicated and processed in a timely manner

Policy and Service Development

- To ensure compliance with Salford City Council Policies
- To provide support, advice and guidance to staff on service standards and protocols
- To train new members of admin staff and assist with implementation and delivery of new procedures and ways of working
- To assist to review and develop safeguarding policies , procedures and protocols for Adult Social Care and make recommendations to improve these
- To produce guidance notes to support admin processes

Financial Responsibility

- To ensure correct use and security of own laptop in line with SCC Policies
- To ensure information is sent in an encrypted way to internal and external professionals, partners and public whilst maintaining confidentiality

Administrative Responsibilities

- To take responsibility for day to day planning and prioritising of workload and be proactive that the requirements of the team are met
- To ensure information input into Liquid Logic is maintained to meet appropriate deadlines
- To input data onto an electronic calendar on a daily basis to ensure meetings are arranged correctly and minutes are programmed in to be transcribed in a timely manner
- To undertake continuous professional development, seeking opportunities to enhance skills where appropriate
- To prepare and attend regular 1:1 sessions with manager
- To prepare and attend safeguarding meetings as required that could include abuse of a distressing nature
- To produce typed records to a high standard in an accurate and timely manner
- To update databases/spreadsheets as required

Key outcomes

- Clear concise records of adult safeguarding meetings that could be used in a court of law

What we need from you

Knowledge Training and Experience

- Excellent knowledge of Microsoft packages, word, excel and outlook
- Experience of working in an administrative environment for the last 12 months
- Experience of the development of positive supportive working relationships
- Experience of how confidentiality should be applied and in what circumstances

Skills and Abilities

- Demonstrate excellent Organisational skills and the ability to prioritise workload to meet tight deadlines
- Ability to accurately capture key discussion points and actions and record in formal documentation using a laptop
- Demonstrate ability to co-ordinate diary management requests
- Demonstrate ability to generate creative solutions
- Demonstrate ability to generate creative solutions
- Demonstrate ability to use initiative and work with limited supervision
- Demonstrate high degree of accuracy and attention to detail
- Demonstrate excellent interpersonal , communication and negotiation skills

Qualifications

- ECDL or equivalent computer literacy skills
- GCSE English and Maths or equivalent

What we can offer you

Your ongoing professional development and success in your role is important to us, and that is why we provide a variety of learning and development opportunities. Within the sections below you will find development options tailored to you which will enable you to further develop your existing skills and learn new ones at a pace that suits you best. If you are joining us now, your development will form part of ongoing discussions with your manager. If you are an existing employee, you should use your Personal Development Reviews to discuss your development with your manager and create your development journey. It's important you also take full advantage of any informal learning available to you during the course of your work.

Online learning

Develop your knowledge across a wide range of areas through our Me-Learning platform, with over 200 free courses to choose from. To have the best possible start and comply with current legislation, you must complete the following modules: Welcome to Salford, Health and Safety in the Office, GDPR, Equality Essentials, and Safeguarding Children and Adults. You may also benefit from a variety of courses in categories such as Business Skills, IT and Project Management which are available to learn at your own convenience and pace.

Professional Development

Gain role specific skills and time to learn through a wide range of development opportunities. Learn whilst working and get support towards your qualification through an apprenticeship standard. Access professional development ranging from entry level to master's type qualifications, including achieving a role appropriate qualification. Details can be found on [the Institute of apprenticeships](https://www.instituteforapprenticeships.org/) website.

A digital organisation

Developing your digital skills

Our ambition is to provide our workforce with the right level of digital capabilities needed to be successful. Whatever your current digital abilities are, we can provide development ranging from essential workplace skills to specialist workplace skills. These will be delivered through our Digital Skills Academy using both self-directed and guided learning opportunities to enable you to develop. Additionally, you can access free online courses through the [iDea website](#).

Sharing your digital skills

Our goal is to support you to share your digital knowledge with other people. Our Digital Eagles programme has been designed to cover basic digital skills and build your confidence to assist others. By the end of this programme you will join hundreds of staff members who already are digital eagles, and be able to help colleagues, customers, residents, or people in your personal life with all things digital.

Our organisation's values

We have four values: Pride, Passion, People, Personal responsibility.

[Our four values](#) are central to the way we communicate about the council and the way in which we behave with colleagues, customers, and partners - so that we live and breathe our values each day.

Our values



Pride

Passion

People

Personal responsibility

Application guidance

We are a values-based organisation so reflecting our values or a values-based approach in your evidence will support your application.

The different sections of this role profile are there to give you an understanding of the purpose of the role. The 'what we need from you' section outlines the minimum criteria you will need to meet within your application.

#HappytoTalkFlexible



Salford City Council

Role details

Completed by: Sarah Dance

Date: 7.9.26

Job code:

Job score:

Date of evaluation: