

# Safeguarding Administrator

Part-time (30 hours) – Permanent  
Grade A2 and salary £22,369 to £24,054 per annum pro rata

North Kesteven District Council is seeking an experienced administrator to join the Council as part of Housing Team. This post puts you at the heart of the Housing and Property Dept and will give you an insight into all the services provided by the Council. This role is responsible for maintaining accurate records, monitors completion of Safeguarding training by staff and members, organising meetings and briefings for colleagues and outside agencies.

## Job Requirements:

- Administration experience in an office environment is essential with a high level of accuracy and attention to detail.
- Experience of organising workloads with the ability to manage multiple priorities within deadlines.
- Demonstrable ability to work independently, using initiative, along with working as part of a team.
- Excellent IT Skills, including experience in Microsoft Office.
- Customer Service skills essential.

## Key Responsibilities:

- Monitoring completion of safeguarding training modules by staff.
- Organising meetings, producing agendas and taking notes.
- Consistent recording of information and filing of records
- Delivering basic (pre written) briefings to staff and contractors.
- Be the initial point of contact for staff with Safeguarding concerns, signposting them as appropriate.

## Key Attributes:

- Able to communicate effectively with a range of audiences.
- Competent across all aspects of administration.
- Well organised.

You will be required to apply a high level of attention to detail when carrying out this role, to support the delivery of the Housing department at an operational level and show an appreciation of the contribution local government can make to the welfare of the people living, working, and visiting the district. If you feel you have what it takes, this could be the role for you.

If you would like an informal chat about this post, please call Tracy Aldrich or Fiona Jones on 01529 414155

**To complete an application form and further details, please visit our website [www.n-kesteven.gov.uk](http://www.n-kesteven.gov.uk)**

The closing date for all applications is **7 December 2022**  
The interview date will be **16 December 2022**



**North Kesteven**  
DISTRICT COUNCIL

## **POST TITLE: Safeguarding Administrator**

### **Business & Operational Support A2 – Generic Role Profile**

#### **JOB PURPOSE:**

To support delivery of an efficient and effective service and to contribute to the priorities and ambitions of North Kesteven District Council.

#### **PRINCIPAL DUTIES & RESPONSIBILITIES:**

- Carry out a range of practical tasks and activities following established precedent, processes and procedures
- Ensure the range and volume of work to be undertaken for the days ahead is planned in order that work is completed on time and to an appropriate standard
- Carry out a range of administrative and/or support activities to contribute to the smooth running of the service
- Identify and resolve first line problems, referring to a more senior officer if necessary
- Undertake routine financial and data processing, including raising orders and requisitions, checking and maintaining stock in accordance with approved relevant procedures, ensuring security is maintained
- Collate, record, store and retrieve information including confidential and/or sensitive information
- Receive and respond to general enquiries from customers (external and/or internal), referring requests outside of one's own knowledge base/responsibility to the appropriate person/area in order to provide an efficient and effective service
- Monitor and maintain a safe working environment for self and others
- Promote a positive image of the service area and the Council as a whole
- Ensure effective communication with Councillors and team members at all levels
- To lead by example by embracing and living the organisations values and behaviours
- To undertake such other duties as may be determined from time to time, within the general scope and commensurate with the grade of the post. Duties outside the scope of the post may be undertaken with the consent of the post holder

#### **KNOWLEDGE, SKILLS & EXPERIENCE**

- Prior work-related experience and/or equivalent NVQ level
- Numeracy, literacy and IT skills as appropriate
- Familiarity with standard office software packages as appropriate
- Good working knowledge of relevant health and safety policies and procedures

#### **OUR COMMITMENT:**

NKDC is a people-focused, honest and high-performing organisation, which utilises teamwork to deliver a professional service to our customers and partners and in making positive contributions in support of a District of Flourishing Communities.

All our employees are supported to manage their workload, take responsibility, be proactive about their own development, to work effectively with others, and to meet our customers' needs; and where relevant are supported to be effective managers and leaders. We expect all employees and volunteers to comply with all current legislation, Council Policy and procedures

including but not limited to duties defined in the Health and Safety at Work etc Act 1974, the Council's Health and Safety Policy, and any specific Council policies as appropriate to their role.

We are committed to safeguarding and promoting the welfare of children, young people and adults at risk. We expect all employees and volunteers to share this commitment. All employees who come into contact with children, young people and adults at risk are expected to comply with all requirements detailed within the Safeguarding Policy.

We work closely with Union representatives to help ensure approaches and solutions adopted are fair and equitable across our workforce. All employees have the right to join a trade union and to take part in its activities. All employees also have the right not to belong to a trade union.

**MANDATORY JOB REQUIREMENTS:**

- **This post is subject to a DBS check**

# Why join North Kesteven District Council?



Shortlisted for the local government sector's biggest accolades and recognised for our strength, stability and supportive working environment, North Kesteven District Council **is going places**.

## Successful Partnerships



With a scale of ambition and achievement that belies our size, North Kesteven is widely recognised as **an effective, positive, and well-respected partner** that is future focused in regard to both the communities we serve and the colleagues who work at NKDC collaborating in successful outcomes.

## Awards



- Local Authority of the Year finalist in the MJ Awards 2022
- Council of the Year finalist in the LGC Awards 2022
- Chief Executive of the Year finalist in the MJ Awards 2022
- Investors in People Gold Accreditation 2021
- Investors in People – Health and Wellbeing Gold Accreditation 2022
- Active Lincolnshire's Workplace Wellbeing Award Winner 2021 & 2018
- Colleague motivated by Council wellbeing offer awarded for Active Change and as Active Champion 2021 by Active Lincolnshire
- Campaign of the Year finalist in LGC Awards 2021 for communications partnership work

## Commitment to Net Zero



Accelerating bold climate action aspirations, building homes at pace and to high-levels of energy-efficiency, growing capacity and confidence in the local economy, enhancing the local environment, delivering excellent services in ways that customers want them and investing heavily in advancing a District of Flourishing Communities, we draw on the talents of everyone with the team in achieving meaningful progress. With a direct thread linking every colleague's individual action directly to our overarching vision and purpose, it is as important to us that everyone sees how they contribute to and connect with our climate aspirations, as much as to our overall service delivery plans and personal wellbeing commitments.

## Your Wellbeing



Your wellbeing is as important to us as it is to you; with an agile working preference to facilitate a positive work-life balance, dedicated and award-winning provision of paid wellbeing time, discounted leisure access, generous healthcare and pension arrangements and a supportive culture that is championed throughout the organisation and recognised by public-sector leaders as a 'key priority' for us.

## The Benefits

At North Kesteven, we pride ourselves on our benefits package. Colleagues existing benefits cover:



- Local Government Pension Scheme
- Enhanced holiday pay, increasing with time served
- Dedicated counselling services
- Free eye tests and vouchers for glass for DSE use
- A suite of fitness programmes and wellbeing time
- Healthcare cash plan
- Cycle to Work Scheme
- Payment of professional fees
- Discount schemes
- Hybrid working



We know that we are only as good as the people that make us. We are proud of the many conscientious, committed, dedicated and determined individuals who collectively collaborate in shaping excellent, effective and efficient enhancements in the lives, fortunes and opportunities of our customers and our communities. But we're short of one person, specific to this role. If you feel it's you, please let us know how you can contribute and add something more to both what we do and what you do.



To get a sense of what we're planning over the coming years, see:

[www.n-kesteven.gov.uk/NKplan](http://www.n-kesteven.gov.uk/NKplan)

To explore what external industry assessors say about us, see:

[www.n-kesteven.gov.uk/CPC2021](http://www.n-kesteven.gov.uk/CPC2021)

To share our longer-term 2030 vision, see:

[www.n-kesteven.gov.uk/ourcommunitystrategy](http://www.n-kesteven.gov.uk/ourcommunitystrategy)

To understand our climate approach, see:

[www.n-kesteven.gov.uk/climateaction](http://www.n-kesteven.gov.uk/climateaction)

To be informed on our strong financial position, see the finance plan at:

[www.n-kesteven.gov.uk/NKplan](http://www.n-kesteven.gov.uk/NKplan)