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**Job Profile and Working for Stockport Council**

Our Council

Our employees are our **greatest asset**. We’re proud of the way we provide vital frontline services every day and work together, as **one team.**

Our 4 **core values** as shown above, run through everything that we do, and we aim to stay **true** to them regardless of the challenges that we may face.

To **support** our values, we have policies, guidance and procedures around health, safety and welfare, customer care, emergency planning and security that all our **colleagues** are adhering and working to.

We also **pride** ourselves on our commitment to wellbeing and inclusivity of our colleagues and residents.

You can find out more about working for Stockport Council and some of the benefits that we offer our employees at <https://greater.jobs/locations/stockport/>

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| **Role:** |  | CSS Officer – Specialist Minute Taker |
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| **Service Area:** |  | Business Support |
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| **Directorate:** |  | Corporate and Support Services |
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| **Salary Grade:** |  | Scale 4 |

**About the Job**

**Main Purpose of the Job**

As a Specialist Minute Taker you will support the delivery of safeguarding processes for Adults and Children through facilitation and recording of statutory and legal meetings. This role is a key part of the Business Support which supports the delivery of all Council services by providing high quality administration support, working with colleagues to help them transform and deliver their services. Our Business Support Service is structured into the thematic hubs listed below:

* Applications, Licensing & External Customer Requests – predominately transactional application processing, referrals and fines.
* Boroughwide – predominately supporting Childrens Services
* Improvement – Improvement of Business Support Processes, recruitment & training
* Neighbourhoods & Satellites – predominately working in Community Sites
* Safeguarding – predominately supporting Adult Services
* SPEND – ensuring best value for money and processing payments
* School Admissions – school placements and travel

For more detailed information on each Business Support Hub please refer to the Job Advert Booklet.

**Key Responsibilities**

With some supervision or direction, you will be expected to undertake a range of activities including the following (although please note it is not an exhaustive list):

* Working in a fast-paced working environment supporting the facilitation and recording of statutory and legal meetings that are highly sensitive in nature and often involving explicit discussions
* Manage information where a high level of discretion is required
* Undertake activities applying the knowledge and understanding of work-area policies, procedures and case management systems
* Gather supporting documentation and submissions, verify and clarify information to be presented in statutory and legal meetings using secure data exchange mechanisms
* Be responsible for the creation of comprehensive, accurate and complex minutes and supporting documents within strict deadlines
* Obtain agreement and final sign off authorisation of minutes, action/care plans and further organise additional activity in line with continued legal proceedings in negotiation with the responsible officer
* Complex and critical diary management
* Dealing with people with complex needs and dependencies
* Ensuring the quality assurance of information recorded on both working documents, final authorised minutes and court documents and case/performance management systems
* Work as a team to understanding the implications of changes to legislation, government guidance and local practice and alter working practice accordingly.
* To work positively and inclusively with colleagues and customers so that the Council provides a workplace to deliver a service that does not discriminate against people on the grounds of their age, disability, gender reassignment, marriage, civil partnership, pregnancy, maternity, race, religion, belief, sex, or sexual orientation.
* To fulfil personal requirements, where appropriate, with regards to Council policies and procedures, standards of attendance, health, safety and welfare, customer care, emergency, evacuation, security and promotion of the Council’s priorities.

**Additional Information**

The responsibilities set out in this document, in the advert and any additional information are intended to provide a flavour of the work you will carry out. It is not possible to include everything you will be asked to undertake, and we expect all colleagues to work flexibly according to business needs and to enhance your own development. Your skills, abilities and training needs will be taken into account and discussed with you when any significant changes to your role are needed. In line with our flexible approach you may be required to work from home for a proportion of your time or from any of the Council's sites across the borough.

The Council is an inclusive employer and holds the Disability Confident and Armed Forces Covenant accreditations. If you have a disability, we will support you by implementing reasonable adjustments to enable you to perform your role.

**About You**

Please use your application to tell us how well you meet the criteria listed below as these are the key skills, experience, technical expertise and qualifications needed to be successful in the role. We will then use all the information you provide in your application to help us decide whether you are shortlisted for interview. Any interview questions or additional assessments such as tests or presentations may also be broadly based on these criteria:

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| * Ability to take accurate minutes and experience of transcribing complex meetings |
| * Experience of managing highly sensitive information and ability to apply data protection principles and practices. * Effective organisational skills with the ability to work accurately to strict deadlines. * Analytical skills with the ability to problem solve and interpret information. * Experience of using Microsoft Applications as well as case management and recording systems. |
| * High level of interpersonal skills dealing with professionals and members of the public. * Effective oral and written communication skills. |
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| * Effective communication skills, working with colleagues to achieve positive outcomes and achieve team objectives. * Experience of working flexibly across teams to support key projects and activities. |
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| To work to the Council’s values and behaviours by:   * Keeping the people of **Stockport** at the heart of what we do * Succeeding as a **team**, collaborating with colleagues and partners * Driving things forward with **ambition**, creativity and confidence. * Showing value and **respect** to our colleagues, partners and customers. |