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**Job specification**

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| |  |  | | --- | --- | | **Job title:** | Panel Administrator | | **Service:** | Together for Adoption | | **Grade:**  **Salary Range:** | G4  £16,822 - £19,008 | | **Reporting to:** | Administration Manager | |  |  | |  |
| **Your job** | |
| You will be responsible for the day to day administration of adoption panel services delivered and commissioned by the Wigan, Warrington, St Helens, Cheshire West & Chester and Halton Regional Adoption Agency, Together for Adoption.  You will work alongside a variety of colleagues at all levels in multiple organisations, helping to plan workloads and ensure a timely turnaround of panel documentation.  You will work with the Panel Adviser to ensure that adoption panel papers are received, collated and sent securely to panel members using a new electronic system. | |
| **In this job you will** | |
| On an on-going basis you will:   * Be responsible for the coordination of a weekly adoption panel. * Work in a fast paced, highly rewarding environment, working with a new team to provide administrative support to a weekly adoption panel. * Respond to routine and ad hoc requests for information from line management and internal and external sources in a timely, responsive manner. * Support the management team in relation to service delivery, development and change. * Work to a solution based approach to resolve issues through a commitment to engagement with colleagues at all levels in the Council. * Anticipate problems and take action to avoid them by exploring different options to find resolution through best use of resources. | |
| **In this job you will need** | |
| You must be able to demonstrate the following essential requirements: | |

* NVQ Level 2 in Business Administration or a similar qualification.
* Experience of taking minutes and actions in order to produce accurate records of meetings.
* A high level of organisational skills.
* Experience of agenda planning, arranging and diarising meetings.
* Experience of using electronic record systems and generating and applying management information.
* The ability to use various Microsoft Office packages.
* The ability to present information clearly within agreed templates.
* The ability to collate information and prepare good quality data that is easily understood by others.
* Good interpersonal skills and the ability to work collaboratively with others.
* The ability to deal effectively with emotional demands from people whose personal circumstances may cause them distress.
* Excellent problem solving skills and the ability to work with minimal supervision to meet challenging deadlines.

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| **Our culture** |
| For us, it’s not just about all we achieve as an organisation, but how we do it. Therefore, all employees are expected to display our **Be Wigan** behaviours.  **Be Positive…** take pride in all that you do  **Be Accountable…** be responsible for making things better  **Be Courageous…** be open to doing things differently  Individuals with line management responsibilities are also expected to …  **Inspire**…lead by example and help others to see the big picture  **Care…** show genuine concern for people as individuals and value their contributions |

**Engage…** I connect with others both within and beyond the organisation

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| **Staff Deal** |
| Our Staff Deal is an informal agreement with all staff. It outlines what you can expect from us, and in return what we expect from you |