

A Day in the Life.....

Business Support Officer (Panel Administrator)

Based in Civic Centre 1, this post is primarily dealing with various Panels. All members of the team are currently working from home.

The main function of this role is recording minutes at speed.

Working closely with various teams within Kirklees; Fostering, Connected Persons, Looked After Children, Assessment & Intervention. Also liaising with external bodies such as independent foster panel members and the Panel Chair.

Flexibility and the ability to prioritise workloads. Working to deadlines is essential to ensure that the minutes are sent within timescales. As part of a team, you will ensure that you meet all requirements and that your work is carried out to the Service's high standards.

This role requires an articulate individual with literacy skills and excellent attention to detail as accuracy is crucial.

Sending paperwork to panel members and handling confidential and sensitive information must be done appropriately and in accordance with GDPR.

Tasks you may perform in a typical working day:

- Booking items onto the panel booking spreadsheet.
- Arranging meetings/panels and preparing the agenda.
- Maintaining the Central List and ensuring that panel will be quorate.
- Maintaining files on all panel members, and ensuring DBS/disclosure checks and other checks, appraisals are up to date.
- The circulation of reports, documents and appropriate letters to relevant parties pre and post panel.
- Taking minutes and submitting a draft to the Chair and Panel Advisor for checking.
- Ensuring the Agency Decision Maker(ADM) receives the minutes and any other papers required to make a decision.
- Maintaining records of panel business and performance for monitoring and evaluation and use in the annual report.
- Ensuring that final decisions are recorded within Liquid Logic and other relevant databases.
- Ensuring that the relevant documentation needed for the panel process is available.
- Maintaining the foster care register