

## Job Description

Job title	Business Support Officer
Directorate	PEOPLE : Children and Adults
Division	Business Support
Range	MPR 3
Reports to	Business Support Team Leader

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### Main purpose of the job:

To provide a high quality effective and efficient administrative support service to Children's Services in order to ensure the needs of the business are fully met.

To act as the first point of contact for internal and external customers and provide a professional and welcoming environment at all times.

Liaise with stakeholders in a way that promotes the [One Medway Council Plan](#) and embeds our [values and behaviours](#).

### Accountabilities and outcomes:

< List the key accountabilities along with outcomes, commencing each with an action verb and describing what is done and why, e.g.: "Manage and develop the joint consultative and negotiation processes within the Council in order to ensure that effective employee relations are maintained". As a general guide, there should be no more than 8 accountabilities.>

Provide a comprehensive administrative support service to the team ensuring the efficient and timely provision of information.

At the discretion of the Head of Service, such other activities as may from time to time be agreed consistent with the nature of the job described above.

### Key Corporate Accountabilities:

To work with colleagues to achieve service plan objectives and targets.

To understand and actively keep up to date with GDPR responsibilities, including completing regular refresher training.

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Safeguarding is everyone's responsibility: all employees are required to act in such a way that safeguards the health and well-being of children and vulnerable adults.

As a corporate parent, all council employees are responsible for ensuring the well-being and positive outcomes of Medway's care-experienced children and young people.

To participate in the Performance Appraisal process and contribute to the identification of own and team development needs utilising the Career Progression Framework.

Work in accordance with the Equality Act 2010 and the Public Sector Equality Duty to eliminate unlawful discrimination, harassment and victimisation. Promoting equality of opportunity, fostering good relations and improving the quality of life and opportunities for everyone living and working in Medway.

To ensure full compliance with the Health and Safety at Work Act 1974, the Council's Health and Safety Policy and all locally agreed safe methods of work.

To fully understand and be aware of the commitment to the duty under Section 17 of the Crime and Disorder Act 1998 to prevent crime and disorder.

Promote the Medway Carbon Neutral by 2050 commitment; supporting the Council action plan to ensure we play our part in addressing the climate emergency.

Medway Council is a Category One responder in relation to the Civil Contingencies Act (2004) and as a result all staff working for the Authority may be asked to carry out Category One response duties or stand into the role of another member of staff who is responding to a Major Civil Incident.

### Organisation:

This role reports to the Business Support Team Leader.

The post holder will not be required to line manage others but may be required to direct, coordinate or train other employees.

The post holder will be required to liaise with all stakeholders both internal and external to the organisation.

### Working Style:

HYBRID - a flexible working arrangement whereby an employee can undertake their work either in the office and/or partially or mainly from home on a temporary or permanent basis.

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## Person specification

All criteria at level A are considered essential unless stated otherwise.

### Qualifications

#### Level A

- A minimum of 5 GCSE's including English and Maths (grades 4-9) or equivalent
- Willingness to work towards Level 3 in Business Administration or equivalent.

#### Level B (in addition to level A criteria)

- Working towards Level 3 in Business Administration or equivalent qualification.

#### Level C (in addition to levels A and B)

- Level 3 in Business Administration or equivalent qualification
- Evidence of ongoing continuous professional development

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### Knowledge

#### Level A

- Knowledge of GDPR and its importance when handling data and information sharing.
- A good understanding of relevant policies and procedures in own area of work.

#### Level B (in addition to level A criteria)

- A good understanding of equality, diversity and inclusion.
- A detailed working knowledge of the broader activities of the service.

#### Level C (in addition to levels A and B)

- A good understanding of GDPR legislation and best practice in relation to information sharing.
- A good understanding of the Council's Record Retention Policy and freedom of information protocols.

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### Experience

#### Level A

- Experience of providing an administrative and/or customer support service.
- Experience of updating records accurately using electronic or hard copy filing systems/databases.
- Experience of undertaking complex minutes and tracking actions (if required for role)

#### Level B (in addition to level A criteria)

- Experience of coaching/supporting others in their role.
- Experience of dealing with confidential and sensitive data
- Experience of providing project support.

#### Level C (in addition to levels A and B)

- Experience of confidently using specialist IT packages relevant to the service area in which you are working.
- Experience of providing general information, advice and guidance on internal procedures relating to finance.
- Experience of contributing to Freedom of Information requests.

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### Skills

#### Level A

- Ability to use Microsoft Word, Excel, Teams and Outlook.
- Ability to demonstrate effective organisational and planning skills.
- Good interpersonal skills with a confident telephone manner, and the ability to create a welcoming environment for members of the public, staff and stakeholders.
- Demonstrable ability to work within defined procedures and to work independently, using initiative to deal with situations, referring to supervisor/line manager for unusual or difficult problems.
- Ability to input data, where care, accuracy, confidentiality and security are important.
- Ability and willingness to travel in order to meet requirements of the role.
- Attention to detail with the ability to proof read.
- Ability to maintain confidentiality at all times.
- Good time management skills.

#### Level B (in addition to level A criteria)

- Ability to communicate in a manner which is easily understood and tailored to meet the needs of the audience.
- Demonstrable ability to explain straightforward tasks to others, where required.
- Demonstrates the ability to deal with considerable levels of work-related pressure.

#### Level C (in addition to levels A and B)

- Ability to model high levels of professionalism and promote a culture of professional standards.
- Ability to use own judgement and creativity to assess situations, solve problems and adapt to new ways of working.