

Job description - Business support supervisor (PB6a)

Job summary
<p>As Business Support Supervisor, you will supervise and provide administrative and comprehensive business support to the local team and business functions.</p>
Key responsibilities & accountabilities
<ul style="list-style-type: none"> • provide administrative support to the local team and business functions • organise and minute meetings for local committees • support colleagues carrying out tenders • deliver training • support with organising training for local and district staff • support staff with, and act as a contact point for, core internal systems • monitor local team mailbox(es), responding to or escalating queries • support area leads by providing and analysing statistical data • provide administrative support to team projects • raise and process purchase orders and invoices • supervise and provide guidance for various tasks done by business support officer colleagues and contribute to additional ad-hoc tasks or project work required by colleagues in the wider team • take the lead on exploring where systems and processes can be improved or streamlined and influence positive change so front-line teams can focus on delivery • collaboratively with subject matter experts and functional leads to develop, implement, and review innovative solutions <p>And any other tasks, reasonably requested by your line manager.</p>
Skills, knowledge & experience
<p>Essential professional and technical experience</p> <ul style="list-style-type: none"> • competent IT user with experience in MS Office suite of applications • experience of working in an office environment with a large, dispersed, and often remote, team <p>Desirable professional and technical experience</p> <ul style="list-style-type: none"> • working knowledge and experience of using core Forestry England systems such as e-Financials
Qualifications
<p>Essential</p> <ul style="list-style-type: none"> • a GCSE in Maths and English or functional skills equivalent

