

## Job description - Business Support Officer (PB6b)

### Job summary

A Business Support Officer plays a crucial role in a team and/or project helping it run smoothly by providing administrative, logistical, and operational support.

### Key responsibilities and accountabilities

- Provide day-to-day administrative support on tasks such as conducting research, arranging meetings, maintaining accurate records, data input.
- Assist in preparation reports, presentations, and correspondence.
- Give support and guidance to colleagues on our systems, policies and processes.
- Be a point of contact for internal and external stakeholders, handling inquiries and requests promptly and professionally.
- Assist in organising events, conferences, and other networking activities.
- Support in preparing and distributing project documents and reports.
- You may occasionally travel within the district, potentially with overnight stays to attend meetings.
- Any other tasks, reasonably requested by your line manager.

### Location-specific information (optional)

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### Skills, knowledge & experience

#### Essential professional and technical experience

- Relevant experience working in an administrative role.
- Proven ability to work with high accuracy and attention to detail.
- Excellent communication skills, written and spoken.
- Competent IT user with experience in MS Office suite of applications.
- Experience in supporting colleagues in a team environment.

#### Desirable professional and technical experience

- Ability to analyse data
- Experience supporting creating reports and presentations.

### Qualifications

#### Essential

- GCSE grade C/4 in maths & English/functional skills equivalent.
- Competent IT user with experience in MS Office suite of applications.

### Desirable

- A level or level 3 equivalent qualification. Qualification in First Aid at Work or be willing to be trained as a First-Aider.

### Success profiles

X Experience  
Ability  
Technical  
X Behaviours  
Strengths