

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
<ul style="list-style-type: none"> 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. <p>Any other tasks, reasonably requested by your line manager.</p>
Location-specific information (optional)
Click or tap here to enter text.
Skills, knowledge & experience
<p>Essential professional and technical experience</p> <ul style="list-style-type: none"> 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. <p>Desirable professional and technical experience</p> <ul style="list-style-type: none"> ability to analyse data experience supporting creating reports and presentations.
Qualifications
<p>Essential</p> <ul style="list-style-type: none"> a GCSE in Maths and English or 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 or be willing to be trained as a First-Aider.