

**Job Description**

**Job Title:** Business Support Assistant

**Salary Grade:** Grade 2

**SCP:** 5-6

**Job Family:** Business Support

**Job Ref No:**

**Work Environment:** Office Based/Agile

**Reports to:** Business Support Operational Manager

**Number of Reports:** N/A

**Purpose:**

To provide Business Support where additional technical knowledge is required, in accordance with developed systems, statutory procedures, legislation, corporate standard and policies.

Some transactional functions will be required, for example dealing with petty cash, processing invoices or inputting financial data for service areas.

To attend meetings in order to produce accurate minutes. If required, liaise with the chair to amend the minutes accordingly.

May be required to work in a variety of locations covering different function as required by the Business Support Operational Manager.

**Key Responsibilities:**

* Categorise and organise activities in line with the priorities provided by the Business Support Officer or Operational Manager.
* Carry out a range of technical, clerical, financial or transactional functions accurately to support the successful operation of the team or service.
* Analyse data, using given parameters or business rules, to provide conclusions or determine the appropriate service provision.
* Ensure personal compliance with all regulatory and policy guidelines.
* Provide detailed, relevant and accurate information and support to customers and employees to inform decision making and support the efficient running of the service.
* Escalate complex issues to the appropriate Business Support Officer or Operational Manager.
* Create and amend data including financial information, records and reports using automated software or standard templates to meet data management and service monitoring requirements.
* Attend meetings in order to produce accurate minutes. Liaise with the chair to amend the minutes accordingly.
* May be required to work in a variety of locations covering different function as required by the Business Support Operational Manager.

**Other Duties :**

The post holder must carry out their duties with full regard to the Council’s Equal Opportunities Policy, Code of Conduct and all other Council Policies.

The post holder must comply with the Council’s Health and safety rules and regulations and with Health and safety legislation.

The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the Council.

The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Council records and information.

To comply with the principles and requirements of the Data Protection Act 2018 and GDPR in relation to the management of Council records and information, and respect the privacy of personal information held by the Council