Role profile

**Business Support Assistant**

**Our values:**

**We are dedicated, respectful, collaborative. We are Milton Keynes City Council.**

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| **Service** | People/Resources/Place Directorate |
| **Reports to** | Senior Executive Assistant/PA/Business Manager |
| **Job family** | Business Administration  |
| **Grade**  | D |
| **Political restricted?** | N |
| **DBS required?** | N |
| **Date**  | August 2023 |
| **JE Code** | JE1492 |

Key deliverables

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| **1** | To provide an effective and efficient business support service ensuring work is produced to meet the standards set by the Senior Executive Assistant/PA/Business Manager. |
| **2** | Organise meetings and arrange venues on behalf of the Senior Executive Assistant/PA/Business Manager. Support the Senior Executive Assistant/PA/Business Manager with setting Agendas and distributing any supporting documentation, taking minutes and follow up and actions. |
| **3** | To deliver an efficient and customer focussed service by processing and responding to incoming communication (post, phone, and emails) message taking, copying, and distributing information as necessary. To communicate respectfully and effectively and confidentially with service users and colleagues, establish a rapport and build respectful, honest and trusted relationships. |
| **4** | To undertake generic administrative tasks plus elements of work delegated by the Senior Executive Assistant/PA/Business Manager. Ensuring tasks are completed to a consistently high-quality standard and within the agreed timescale. These tasks could include copy typing, scanning and indexing of incoming documents, photocopying and sending out information either by post or electronically (this is not an exhaustive list of tasks). |
| **5** | To manage the flow of Freedom of Information requests ensuring responses are received in a timely fashion. |
| **6** | To support the exchange of information between Milton Keynes Council and other local authorities/agencies and maintain professional links. |
| **7** | To manage the recording of correspondence received from all levels within the organisation and to a variety of external parties ensuring responses are provided in a timely fashion. |
| **8** | To actively contribute to information systems offering a consistent service in relation to key information including accurate inputting to relevant databases/spreadsheets. |
| **9** | To ensure that purchase orders and sales invoices are processed in accordance with the Council’s finance procedures including the use of the Council’s electronic finance system. Maintain supplies to facilitate the smooth running of the office. |
| **10** | To work flexibly across the Directorate as required and undertake any other tasks and support to the Directorate as expected within the role. |
| **11** | Ability to take on additional responsibilities under the guidance and supervision of the Senior Executive Assistant/PA/Business Manager to encourage career development e.g., note taking. |

*Within reason these key deliverables may evolve to meet service need and it is expected that you will be flexible and adaptable in your delivery to meet both service and city council wide needs*

**Essential requirements** Key skills, expertise, and qualifications

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| **1** | Level 3 Business Administration qualification or equivalent relevant experience. |
| **2** | Minimum 1 years’ experience of business support, including experience of working within complex, fast paced environments. |
| **3** | Excellent verbal and written communication skills which incorporate ability to take complex minutes, report writing and data analysis and presentation. |
| **4** | Excellent IT skills, with demonstrable competence in data analysis and presentation, excel, word, PowerPoint, and ability to quickly and confidently learn and utilise a variety of different IT systems. |
| **5** | Ability to exercise sound judgement to prioritise and manage workload appropriately. |

Job family

**Business Administration (Grade D)**

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| **Colleague expectations*** Be professional at all times
* Work together for the good of the team, city council and local people
* Promote a supportive culture
* Challenge assumptions
* Take ownership
* Be willing to change and do things differently
* Always work in a safe manner
 | **Manager expectations*** Be a role model by displaying positive behaviours at all times
* Make well-considered decisions
* Support, coach and communicate with my team
* Be accountable for my team’s performance
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Business Administration jobs are those which support their teams and the general public by carrying out administrative tasks and providing procedural guidance or managing those that do. Job holders' training and experience is in a wide range of office and IT skills, incorporating tasks, tools and techniques of their working area, allowing them to be deployed flexibly within the organisation. The principal responsibility is to support the work of their specialist colleagues by operating and/or managing the business systems that optimise service delivery in their area and/or to act as the public face of the city council by providing service users with front line help and information.

This element of the profile, taken from the job family descriptor for this grade, provides a general understanding of the level of work and demands required.

**Role characteristics**

At this level posts carry out complex administrative tasks in accordance with established guidelines and operating instructions. Job holders will plan to maximise efficiency and will be expected to deal with a range of administrative issues independently, including matters which may see them deal directly with those negatively affected by their decisions.

**The knowledge and skills required**

Jobs require knowledge of a range of potentially complex tasks gained through a combination of formal education/training and job experience. The specific procedures, terminology and policy awareness required to support the specialist nature of team operations will be learned on the job.

Given the importance of maintaining accurate statutory records, some precision in typing and other record keeping tasks is required.

**Thinking, planning and communication**

Significant judgemental skills are required to prioritise, plan and manage a wide range of inter-related administrative tasks within short time scales.

Analysing day to day problems and interpreting occasionally conflicting information will be necessary to support the work of the wider team.

These roles will interact regularly with immediate colleagues, other city council employees and outside contacts. They will exchange varied information with others and will also need to advise and even persuade others, for instance seeking information or ensuring the timely completion of interdependent tasks.

**Decision making and innovation**

Although rules, regulations and standard operating procedures provide a firm framework for decisions and advice offered, the job holder will inevitably be expected to deal personally with unexpected situations from time to time. Particularly challenging or unusual problems will, however, be referred to the appropriate supervisor/manager.

**Areas of responsibility**

The work carried out by job holders directly benefits colleagues and/or external partners or the public by providing them either with services or authoritative advice and guidance.

Other than assisting with the induction and orientation of new team members, job holders will not have managerial or supervisory responsibilities over other employees.

Roles will have direct financial responsibilities but the precise nature of these will vary from post to post. While some may be accountable for spending decisions from an agreed budget, others may track and report of the movement of considerable sums.

Job holders will be expected to bear responsibility for the accuracy, confidentiality and security of the information they manage and share. They may, in addition, have responsibility for the care and safe keeping of office equipment.

**Impacts and demands**

There will be modest demand for enhanced physical exertion, as most work can be done in the context of a normal office, or similar, environment. Some lifting and carrying of files, printed material or equipment will be needed quite regularly.

In an often busy and demanding working environment, job holders will need to engage in lengthy periods of concentrated mental attention to complete tasks and meet changing deadlines or deal with unavoidable interruptions.

Job holders will occasionally have contact with individuals whose circumstances or behaviour place more than normal emotional demands on the post holder.

With almost all work being carried out in normal office environments, there will be little or no exposure to disagreeable, unpleasant or hazardous working conditions. Job holders may, on rare occasions, experience unpleasant people related behaviour.