

Business Support Assistant

JE Code: JE1767

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| **We are dedicated, respectful, collaborative. We are Milton Keynes City Council** |
| **Service:** | Legal & Democratic |
| **Reports to:** | Principal Lawyer Procurement Contracts and Governance |
| **Job Family:** | Business Administration |
| **Grade:** | D |
| **Political restricted:****Date:****JE Code:** | NFebruary 2023JE1767 |

**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 legal management team. |
| **2.** | 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. |
| **3.** | To undertake generic administrative tasks plus elements of work delegated by the management team, ensuring tasks are completed to a consistently high-quality standard and within the agreed timescales. 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, and the legal management team will determine as appropriate). |
| **4.** | To support the exchange of information between Milton Keynes Council and other local authorities/agencies and maintain professional links. |
| **5.** | 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. |
| **6.** | To actively contribute to information systems offering a consistent service in relation to key information including accurate inputting to relevant databases/spreadsheets. |
| **7.** | 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. |
| **8.** | To work flexibly across the Legal Service as required and undertake any other tasks to support to the Directorate as expected within the role. |
| **9.** | Ability to take on additional responsibilities under the guidance and supervision of the Legal Management team to encourage career development. |

*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 council wide needs*

**Essential Requirements (key skills, expertise & qualifications)**

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| **1.** | Demonstrate evidence of ability to make full and effective use of Microsoft Office and other IT systems including accurate data entry. |
| **2.** | Fast, accurate word processing skills. |
| **3.** | Experience of using computerised financial management packages. |
| **4.** | Able to communicate effectively and clearly to different audiences both verbally and in writing and able to adapt personal skills and approach to different situations. |
| **5.** | Evidence of ability to prioritise workload against agreed plans, deadlines and targets. |
| **6.** | Able to deal with sensitive and confidential issues involving colleagues at all levels, partners and external agencies, building positive relationships and networks to help get the job done. |
| **7.** | NVQ level 2 in Business Administration or equivalent or able to demonstrate significant administrative experience. |

Job Family

Business Administration

Grade D



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| **Colleagues Expectations*** Be professional at all times
* Work together for the good of the team, 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
 | **Managers 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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**Job Family- Professional & Technical**

### ****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 judgmental 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 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.