Children’s Services

Senior Business Support Assistant

JE Code: JE1446

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| **Values – We are dedicated, respectful, collaborative, we are Milton Keynes Council** |
| **Service** | Children’s Services |
| **Reports to:** | Children’s Services Business Manager or Deputy Business Manager |
| **Job Family** | Business Administration |
| **Grade:** | F |
| **Political restricted** | N |
| **Date:****JE Code:** | August 2021JE1446 |

**Key Deliverables**

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| **1.** | To provide an effective and efficient business support service, ensuring that the current processes reflect any change in legislation to meet statutory timescales. To actively contribute to information systems offering a consistent service in relation to key information, including accurate inputting of information to the Council’s various databases / spreadsheets across Children’s Services in accordance with regulations, procedures and in the prescribed timescales. |
| **2.** | Take minutes at all relevant meetings e.g. conferences, panels and statutory meetings. Ensure that membership meets the quorum necessary to conduct business. This will include high level and complex minute taking. Ensure that reports are presented in accordance with prescribed timescales and taking responsibility for ensuring any business-related actions/issues are fed back and followed up appropriately. |
| **3.** | Support Children’s Services Senior Officers by delivering required level of support including acting as first point of contact, providing call handling and email filtering. To assist in the planning and managing their diaries, organising meetings and arranging venues for professionals. |
| **4.** | Ensure that purchase orders, sales invoices and financial assessments are processed in accordance with the Council’s finance procedures using the Council’s electronic finance systems. This may also involve monitoring petty cash amounts. |
| **5.** | To support the exchange of information between Milton Keynes Council and other local authorities/agencies and maintain professional links. Provide a polite, professional first point of contact for services users and other professional staff visiting centres, escalating any potential issues the centre managers. To have an awareness of the safeguarding and health and safety requirements for the premises and the staff, in line with Milton Keynes Council policies and procedures. |
| **6.** | To work flexibly across Children’s Services ensuring that business support colleagues, temporary staff and apprentices are adequately trained to support the Children’s Services teams. Supporting the induction of new staff and to provide a level of 1:1 monitoring, supporting colleagues welfare and work activities and escalating any issues to the Children’s Services Business Managers |

*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 & qualifications)**

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| **1.** | NVQ level 3 in Business Administration or equivalent or able to demonstrate significant administrative experience. |
| **2.** | 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, often dealing with sensitive and confidential issues  |
| **3.** | Highly proficient IT skills working with MS Office and the ability to quickly and confidently learn and utilise a variety of bespoke systems. |
| **4.** | Ability to be able to prioritise workload against agreed plans, deadlines and targets whilst under pressure |
| **5.** | Ability to lead change and work with others to facilitate changes whilst finding ways of helping others to find solutions to problems. Able to conduct research and assemble information. |

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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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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 council by providing service users with front line help and information.

**Role Characteristics**

At this level job holders are empowered to make decisions and offer authoritative

solutions to problems and issues which impact across the wider service team. They deal with matters escalated from their teams and must independently find solutions to unanticipated problems and plan months ahead to meet the demands of their role.

**The knowledge and skills required**

Job holders need a thorough and detailed understanding of the practical and procedural regulations, working practices and policy background of the specialist area in which they work. This will come from a combination of formal training both, on and off the job and extended experience working in the relevant area. Given the importance of maintaining accurate statutory records, some precision in typing and other administrative tasks is required.

**Thinking, Planning and Communication**

Problems, at this level, will often be complex in that they feature a number of different information strands such as budget, policy limits, or the expectations of clients. Solutions will depend upon the careful analysis of situations and judgement will be needed to choose between conflicting approaches, none of which will please all individuals involved.

Job holders will be thinking ahead several months to plan the delivery of agreed target outputs.

Communication skills expected of job holders will include the ability to deal authoritatively with colleagues and members of the public and engage with others to persuade or encourage them to adopt a particular course of action.

The type of information exchanged will be varied and often quite complicated or sensitive. Job holders must be patient and use developed comprehension skills to fully understand the needs and issues of others.

**Decision Making and Innovation**

Job holders are expected to not only deliver agreed outputs, but also to determine how best to achieve these aims within the limitations of general service practice.

Free of highly prescriptive procedural limitations, job holders must deal independently with problems, often referred upwards from colleagues, some of which will be new and must be solved with reference only to service practice or policy.

**Areas of responsibility**

Work carried out by jobholders directly benefits colleagues and/or external partners or the public by providing them either with services or authoritative advice and guidance.

Job holders will manage a small team and will have responsibility for the quality and timeliness of work outputs and the full range of managerial duties including the direction, motivation and appraisal of staff.

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 very little demand for enhanced physical exertion in, as most work can be done in a sedentary position. Lifting and carrying files or equipment may, however, be needed very occasionally.

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.

Jobs 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. However, job holders are likely to experience unpleasant people related behaviour in the context of their decisions and advice.