



## Job Description and Person Specification

### Job Description

<b>Job Title:</b> Business Support Officer / Senior Business Support Officer	<b>Grade:</b> SC5 – SO2
<b>Section:</b> Business Support Service – Childrens Services	<b>Directorate:</b> Children’s Services
<b>Responsible to following manager:</b> Principal Business Support Officer	<b>Responsible for following staff:</b> n/a
<b>Post Number/s:</b>	<b>Last review date:</b> October 2020

#### Working for the Richmond/Wandsworth Shared Staffing Arrangement

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth Councils. The overall purpose of the Shared Staffing Arrangement is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

The Shared Staffing Arrangement aims to be at the forefront of innovation in local government and the organisation will invest in the development of its staff and ensure the opportunities for progression that only a large organisation can provide.

#### Job Purpose

To provide a confidential, flexible, efficient and responsive support service and to work as part of the greater Business Support Service supporting all areas of the Children’s Service’s Department. *All Business Support Officers and Senior Business Support Officers when required will need to have flexible approach in supporting other areas and at times may be required to work elsewhere across the directorate.*



## Specific Duties and Responsibilities

### SC5

- Provide help and information to all staff and partners within the service as required to support families.
- To ensure that your line manager is made aware and kept fully informed of any concerns which you may have in relation to safeguarding and/or child protection.
- Ensure all areas of business are GDPR compliant and tasks are undertaken to ensure GDPR is considered at every level.
- Inputting data, including collection of statistical information and working with the performance team to ensure clear concise and up to date data for each area of the service.
- Individual responsibility for professional development and the drive to identify it through appraisals and training programmes.
- Undertake all mandatory training where deemed necessary by the service.

### SC6

- Answer calls, dealing sensitively and helpfully with callers; taking accurate messages and distributing messages to colleagues in a timely manner.
- Confidently use IT systems and programmes and accurately inputs all data on all systems as required for the service.
- Maintains filing systems where deemed necessary, scanning and naming documents appropriately to ensure they are easily accessible.
- To type and send letters, emails and information as necessary in accordance with council correspondence standards; maintaining circulation lists and preparing address labels to facilitate this activity.
- Setting up new starters on systems inclusive but not definite including MOSAIC and Capita. Help provide with equipment inclusive of laptops, mobile phones and remote working capability
- Able to problem solve, putting in solutions to long term issues to maintain the business support service.
- Works independently managing own workload and supports other business support colleagues.
- Inputs and uploads information to MOSAIC and other case management systems as required. Ensure that this is done accurately and within set time frames.
- Take minutes for meetings as required for the service. This will include Legal Planning Meetings (LPM), strategy meetings, Child Protection Conferences, CLA reviews and Group Supervision administration which includes ensuring recording on system and distribution within both legislative and service timescales.



### **SO1 – Senior Business Support Officer**

- Senior Business Support Officers should be able to undertake the above duties and responsibilities to the highest standard.
- Senior Business Support Officers will have confidence in training/mentoring business support officers to ensure the service is working at the highest standard.
- Senior Business Support Officers will be expected to supervise a minimum of 4 business support officers as deemed necessary by the Principal Business Support Officer.
- Senior Business Support Officers will deputise in the absence of the Principal Business Support Officer.
- Creates new and amends existing suppliers on the Integra finance system. Investigate and resolves any issues on the Integra system and when required.

### **SO2**

- To lead and assist with the compliance of procedures for financial and budgetary control, following financial systems as required by the local authority. Carrying out financial transactions in accordance with audit procedures.
- Provide administrative and IT support to the multi-agency teams involved.
- To be familiar with the service requirements and demonstrate the ability to deal with a varied workload.

### **Additional Information**

- To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety.
- To be fully aware of and understand the duties and responsibilities arising from the Children Act 1989 and amendments 2004 and Working Together in relation to.
- To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to your work role.
- To adhere to security controls and requirements as mandated by the SSA's policies, procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems
- To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.



- To understand both Councils' duties and responsibilities for safeguarding children, young people and adults as they apply to the role within the council.
- The Shared Staffing Arrangement will keep its structures under continual review and as a result the post holder should expect to carry out any other reasonable duties within the overall function, commensurate with the level of the post.

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<b>Responsible to:</b> Principal Business Support Officer	<b>Responsible for:</b> n/a
<b>Post Number/s:</b>	<b>Last Review Date:</b> July 2020

### Our Values and Behaviours

The values and behaviours we seek from our staff draw on the high standards of the two boroughs, and we prize these qualities in particular:

**Being open.** This means we share our views openly, honestly and in a thoughtful way. We encourage new ideas and ways of doing things. We appreciate and listen to feedback from each other.

**Being supportive.** This means we drive the success of the organisation by making sure that our colleagues are successful. We encourage others and take account of the challenges they face. We help each other to do our jobs.

**Being positive.** Being positive and helpful means, we keep our goals in mind and look for ways to achieve them. We listen constructively and help others see opportunities and the way forward. We have a ‘can do’ attitude and are continuously looking for ways to help each other improve.

Person Specification Requirements	Assessed by A&I / T / C
<b>Knowledge</b>	
Sound knowledge and experience of Microsoft Office (all elements) and an ability to provide some IT support and advice to new team members	
An understanding of the importance of confidentiality and understanding of safeguarding Children Young People	
Willingness to learn other team members areas of work to be able to cover other areas as deemed necessary by the Principal Business Support Officer.	
An understanding of GDPR	
<b>Experience</b>	
Experience of working in a busy social care environment.	



Experience of using Social Care recording systems.	
Experience of providing office administrative support to a large diverse team of staff including induction of new staff.	
Experience of managing spends and using financial systems within the local authority.	
<b>Skills</b>	
Ability to maintain data integrity through accurate and timely recording of information.	
Ability to collect and collate information quickly and accurately and accurately enter spreadsheet and database information and produce reports	
Ability to deal with competing demands through planning and prioritization.	
Ability to deal sensitively, calmly and effectively with enquiries from staff and service users through a range of methods including phone and email.	
Ability to maintain payment systems and to manage filing and record keeping systems (manual and electronic)	
Ability to take and relay messages accurately	
Ability to deal with competing demands through planning and prioritisation to meet deadlines	
Strong communicator who can communicate effectively with senior council officers, health professionals, partner agencies and service user's independently.	
Excellent levels of numeracy, literacy and attention to detail.	
Must be able to work independently, managing own workload effectively but be willing to learn and undertake team members work to help with demands to service.	
Ability to deal sensitively, calmly and effectively with any situation including colleagues, service users and senior managers.	
<b>Qualifications</b>	
Educated to GCSE level C or above (or equivalent) in Mathematics and English.	
Experience or qualification in business administration	

**A – Application form / CV**

**I – Interview**

**T – Test**

**C - Certificate**