

Grade 6 Business Support Officer

At Kirklees we work in an innovative and creative way to deliver our services to our communities. We are always looking for better and smarter ways to work and the right people to help us to do that.

This job is part of the Business Support job family, which is a key role in supporting our teams to deliver high quality services. You will contribute to the effective running of the Council with your first class and efficient administrative support skills.

You will work as part of a team in one of the Council's many bases or locations, providing specialist/technical business support to one of the Council's services and help us to achieve our vision to be a district which combines a strong, sustainable economy with a great quality of life – leading to thriving communities, growing businesses, high prosperity and low inequality where people enjoy better health throughout their lives.

This role is based within Learning and Early Support within Children and Families. Click here to find out more [●](#)
To find out more about working for Kirklees please click [here](#)

The Job

You will provide a flexible and responsive business support service through a range of duties including:

- Complex and specialist word processing.
- Specialist IT administration.
- Arrange meetings, take minutes and produce appropriate documentation.
- Facilitate and support meetings and events.
- Data processing (input and retrieval) – including service based IT systems.
- Information and records management as directed.
- Responding to complex enquiries/complaints.
- Cash handling and processing of invoices, cheques, direct debits, etc.
- General administrative duties.
- Project support, research and collation of information.
- Produce routine statistical and management information.
- Order, maintain and issue supplies and services.

Job Checklist

- Provide effective, flexible and responsive administrative support.
- Customers receive an excellent service, including those who may be upset and/or present challenging behaviour, through the provision of detailed advice or taking action where appropriate.
- Deal with confidential and sensitive information appropriately.
- Create documents formatted to service standards and within deadlines.
- Work is planned to meet targets, standards and deadlines.
- Arrange and prepare for meetings and events in advance, recording and documentation is timely and accurate.
- Work proactively as a member of a team to achieve team and service objectives, offering support and assistance to colleagues as required.
- Follow corporate procedures for customer care and data management.
- Develop, implement, maintain and monitor effective administrative systems to support the work of the team.
- Use IT appropriately and proactively to improve efficiencies and ensure information management is secure and fit for purpose.
- Deal with financial information accurately and effectively in accordance with Council procedures, dealing with discrepancies in appropriate manner.
- Use manual and computerised systems to carry out calculations and input/extract information accurately and within deadlines, including the provision of accurate and statistical management information.
- Maintain effective stock management and assist team members in the use of these systems.
- Ensure office equipment is used proficiently and within health and safety principles.
- Provide support to projects and research as directed.

The Person

We need our employees to be driven to achieve the best, to be hard working, respectful and thoughtful to each other and our customers and to be creative, wherever they work. The right behaviours and attitudes are as important to us as the skills you bring to the job.

Flexible and proactive, with a positive approach you are open to new ways of working and keen to provide excellent customer service.

You will have a friendly and polite manner, enjoying the opportunity to engage with a wide range of customers from both inside and outside the Council, giving you the chance to practice your excellent communication skills.

Working with people and as part of a team you are keen to share your experience with new or less experienced members of the team, providing advice and guidance to others as required.

You will have the ability to analyse routine statistical information and be able to produce management information as required, including providing research and support for projects.

In this role you will be supported to gain new skills and experience to equip you to develop in your role or to progress within the business support family.

The right behaviours and attitudes are as important to us as the skills you bring to the job. We expect all our employees to demonstrate the following behaviours:

- Positive
- Honesty
- Respectful
- Flexible
- Communicative
- Supportive

We also expect you to promote and role model the Council's Expectations of a New Council employee within the organisation.

This role is at level 1. To find out more about Council Behaviours and Expectations please click [here](#). These will be tested throughout the selection process.

Person Checklist

- Advanced knowledge of applications and systems such as Microsoft Office or bespoke service systems to enable an effective support to be provided and advice given to colleagues as appropriate.
- Literacy skills to be able to produce complex and specialist documentation.
- Numeracy skills to be able to produce statistical information and deal with financial information.
- Certificate in Business and Administration NVQ 3 or able to demonstrate equivalent skills.
- Demonstrate excellent customer service at all times.
- Committed to personal and career development and willing to undertake further training.
- Work hard to contribute to team goals.
- Have a flexible and adaptable approach to working in a team.
- Able to travel to meetings at different work locations when required.

This Role Profile is intended to provide an understanding and appreciation of the responsibilities of this particular job. It is not possible to specify every detail and we expect you to work flexibly within your skills, knowledge, experience and grade of this job.

For Recruitment Purposes: In order to be shortlisted for this job please demonstrate in your application how you meet the Person Checklist.

JOB SUMMARY SHEET

BSC6I2

DIRECTORATE	Children and Families
SERVICE AREA	Education Safeguarding and Inclusion
SECTION	SEND Assessment & Commissioning Team
GRADE	6
DIRECTORATE/SERVICE DESCRIPTION The Children & Families Directorate is working with partners and stakeholders to implement significant changes in the way in which we organise and deliver services to improve the lives of children and young people and their families within Kirklees. The Specialist Learning Support Education Safeguarding and Inclusion Service delivers a wide range of activity that supports the learning of children and young people with additional needs and vulnerabilities. This includes fulfilling statutory duties and directly provided learning provision and specialist teaching.	
SECTION DESCRIPTION The SEND Assessment & Commissioning Team works in partnership with schools, parents and other agencies to ensure the delivery of an effective, efficient and responsive service, which fulfils all statutory duties within the legislative requirements of the Children and Families Act 2014 and the associated SEND Code of Practice: 0-25.	
JOB SUMMARY The SEND Assessment & Commissioning Team manages and coordinates all statutory duties for the assessment, statement and review of pupils with special educational needs. The SEND Assessment & Commissioning Team consists of SEND Managers; SEND Assessment and Commissioning Officers, SEND Assessment and Review Co-Ordinators, SEND Quality Assurance and Compliance Officer, and SEND Contracts and Commissioning Officer and Business Support Officers. The team is based at Kirkgate Buildings, Huddersfield. The post holder provides business support to the SEND Assessment and Commissioning Officers and SEND Assessment and Review Co-ordinators for an allocated geographical area to support the implementation of the Statutory Assessment and Review Process for children with special educational needs. These administrative duties require the postholder to meet strict statutory deadlines, work to complex administrative procedures and deal with sensitive and confidential information.	
Main duties:- <ul style="list-style-type: none"> • Specialist and technical administrative support • Responding to complex enquiries • Arrange meetings, take minutes and produce appropriate documentation • Facilitating and supporting meetings and events • Produce routine statistical information and management information • Information and record management as directed • Data processing (input and retrieval), including service based IT systems • Processing and accounting for cash, cheques, direct debits, invoices etc • Complex and specialist word processing • Provide project support, research and collate information as directed • General administrative duties 	
CONTACTS: Predominantly by telephone, email and in writing <ul style="list-style-type: none"> • Parents • Schools • Other agencies 	