

A DAY IN LIFE OF A BUSINESS SUPPORT MANAGER

As Business Support Manager you will have line management responsibility for 9 Business Support Officers within the Child Protection and Review Unit:

As part of the wider management team you will be expected to support the administrative and financial needs of the service.

The role demands excellent organisational skills and the ability to prioritise work using your own initiative whilst at the same time embracing the ethics of good team working.

In addition to general everyday tasks, you will be responsible for specific projects of work:

- Building and facilities Management for Silver Court.
- Quality Assurance of the Minutes and other services provided to the CPRU by Business Support offices.
- Duty rotas for IROS and BSOs.
- Support duty requests for information from outside sources.
- Liaison with Information Governance team re any clarity required or reporting of breaches of the GDPR arrangements.
- Managing purchasing orders, budgets and provisions and resources.
- Allocation of initial Child Protection Case Conferences. This includes managing the provision of Business Support Staff and requests for Multi agency partners contribution of information.
- Liquid Logic Superuser – providing advice and trouble-shooting guidance.
- Overseeing the purchasing card on Barclaycard Spend Management to ensure transactions are coded correctly.