

Day in the Life of.....

Business Support Manager - Directorate of Children's Services

Children's Services provides a range of functions that support the local people in our community. You would be joining Kirklees at a significant time of change and transformation being a key part of a highly motivated management team. Working within Children's Social Work Service Area, specifically the Child Protection & Family Support division, which is made up of several departments and teams below:

- Duty and Advice, Emergency Duty Team, Risks & Vulnerabilities, Youth Offending Team
- Assessment & Intervention, Children with Disabilities
- Corporate Parenting (Children in Care and Care Leavers)
- MST and Therapeutic Practise Development
- Quality Assurance
- CPRU

As a Business Support Manager in this role you would be expected to be a motivated, flexible and pro-active individual who has experience of managing multiple projects and deadlines at once, juggling a variety of different areas of work. Displaying a cooperative and solutions focused mindset, who can develop strong relationships with senior leadership team and fellow business professionals. Showing in dept experience of managing people and specific examples of managing a successful team of staff at a senior level.

In this role you will be responsible for ...

- Developing and implementing the service vision for Childrens Services
- Managing the Business Support Mangers across Childrens Social Work Service
- A varied workload, where no two days are the same, many different challenges and constant conflicting priorities everyday
- Undertake specific projects and research as directed by heads of service
- Data analysis and producing statistical management information
- Diary management, facilitating and arranging key meetings, taking and producing minutes at a strategic level to deadlines
- Overseeing Business Support in general, including finances, all from an administration perspective
- Using many different business systems, providing a sound knowledge and use of all essential IT systems

Essential Skills are ...

- Excellent communication skills
- Leadership/Team management
- Service/Team development
- Self-motivation and attention to detail
- Diary Management, Facilitating Meetings, Minute taking
- Financial/budget monitoring
- Demonstrating the council behaviours
- Adhering to policies and procedures