

## **Day in the Life**

### **Business Support Officer – Grade 7**

#### **Governance Team**

As a Business Support Officer within the Governance Team, you will work as part of a team that provides support and advice to a range of democratic activities. You will work with Councillors, Senior Officers, Partners and members of the public across Kirklees.

You will be working in a busy environment where your role will be varied and provide challenging opportunities for you to gain experience in a variety of areas. You will work on a range of activities and projects at a time and will be responsible for the quality, creativity and timeliness of your work.

The Governance Team provides a range of functions that support the democratic, governance and decision-making processes and structures of the Council.

This post is based within the Governance Team in Civic Centre 3, Huddersfield. However, like all Business Support staff within our Service you could be flexibly deployed to another team or location within our Service. All members of the team are currently working remotely from home.

The team is very busy and the work is varied with different challenges and conflicting priorities every day.

You will provide effective and professional support to Service Managers, wider Governance staff, colleagues within the Council, partners and members of the public.

As part of a team, you will ensure you meet all legal requirements and deadlines and that your work is carried out to the Service's high standards.

This role requires a motivated and pro-active individual who can juggle a variety of different areas.