

**Manchester City Council
Role Profile**

**Business Support Officer Level 2, Grade 4
Reports to: Business Support Team Leader**

Key Role Descriptors:

The roleholder will act as a key member of a team in the provision of high quality business support.

The roleholder will provide high quality, customer focused, flexible and timely support thereby contributing to the achievement of objectives of a high quality service.

The roleholder will contribute effectively to the development of business support initiatives and value-added activities to meet the needs of the service.

The roleholder will effectively produce and collate accurate information to support the performance of a high quality service.

Key Role Accountabilities:

Deal efficiently and courteously, with tact and diplomacy, to all queries and correspondence, both written and verbal from a wide range of internal and external customers.

Use initiative and established procedures to resolve queries at the first point of contact or escalate when appropriate within agreed timescales and procedure.

Contribute to the accurate production of statistical data and other relevant information required for statutory and non-statutory means using initiative to resolve queries within agreed timescales and to a high standard.

Effectively identify, interpret and extract information from a variety of sources using analytical and interpretation skills to provide meaningful information to both internal and external customers.

Update and extract information from all management information systems accurately and competently as required including the retrieval and collation of reports to agreed standard and procedure.

Procure, monitor and maintain office stationary and equipment, ensuring changes are made in line with procedures, budgets and agreed timescales.

Contribute effectively to the development, preparation and review of all procedures and systems, aligning them to service needs and objectives.

Work collaboratively with colleagues and stakeholders to enhance the role of business support throughout the Council, providing cover and flexibility where required.

Personal commitment to continuous self development and service improvement.

Through personal example, open commitment and clear action, ensure diversity is positively valued, resulting in equal access and treatment in employment, service delivery and communications.

Where the roleholder is disabled every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the role. If, however, a certain task proves to be unachievable, job redesign will be given full consideration.

Role Portfolio:

Children and Families Directorate provide a variety of preventative and reactive support services to families from birth to death.

Children and Families Business Support is a centrally managed service which provides professional Business Support to a number of teams within the Directorate. There are 4 main areas within Business Support.

Safeguarding unit hub – provides business support to the Child Protection Case Conference chairs, Independent Reviewing Officers and Looked After Child Review Team.

Family Placement hub – provides business support to the Fostering and Adoption teams.

Town Hall Hub – provides business support to the Senior management teams within the directorate.

Manchester Safeguarding Children Board and Manchester Safeguarding Adults Board – provides business support to Manchester Safeguarding Children's and Adults Board based in the Town Hall.

Locality Neighbourhood hubs – provide Business Support to the operational frontline teams in the directorate.

The thematic tasks for the role include but are not limited to:

- Minute Taking
- Financial Processes
- Data Analysis

Business Support Officer Level 2, Grade 4 – Key Competencies and Technical Requirements

Our Manchester Behaviours

- We are proud and passionate about Manchester
- We take time to listen and understand
- We 'own it' and we're not afraid to try new things
- We work together and trust each other
- We show that we value our differences and treat people fairly

Generic Skills Competencies

- **Interpersonal:** Ability to communicate clearly, concisely, accurately and in ways that promote understanding.
- **Planning and Organising :** Provides work on time and to required standard and is capable of prioritising own workload in order to meet deadlines.
- **Problem Solving and Decision Making:** Ability to interpret rules and guidelines and know when something needs to be referred to supervisor.
- **ICT Skills:** Ability to use multiple applications, systems and associated software packages.
- **Literacy and Numeracy:** Good literacy and numeracy skills to undertake calculations and produce letters and other documentation.
- **Administrative:** Ability to develop and accurately maintain effective administration systems in a rapidly changing environment.
- **Analytical:** Ability to present information using simple descriptive statistics; mathematical averages, percentages, appropriate tables and charts.

Technical requirements (Role Specific)

None