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| <b>JOB TITLE</b>   | Business Support Assistant              |
| <b>TEAM</b>        | Children's Strategic Commissioning Team |
| <b>DIRECTORATE</b> | Resources                               |
| <b>WORK BASE</b>   | County Offices, Lincoln                 |
| <b>AUTHOR</b>      | CB                                      |
| <b>DATE</b>        | 06/12/24                                |

*This job brief sits alongside the job description for this role.*

### **Key Objective:**

The provision of high level administrative support to a busy and complex function within the Children's Strategic Commissioning Team.

| THE FOLLOWING TASKS ARE SPECIFIC TO THIS ROLE                                                                                                                                                                                                  |
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| Creating and maintaining contract documentation and contract files across a range of different placement strands that span multiple service areas                                                                                              |
| Data entry, analysis of key information sources and creation of reports within the team as required, along with the ability to keep these information sources up to date, with complex and very sensitive/confidential information             |
| Supporting the financial requisitioning function within the team; this includes requisitioning and financial management of all placement strands, across multiple service areas, and highlighting discrepancies against management information |
| Providing telephone cover which will require a good level of understanding of the placements function and strands to allow messages to be taken and passed on correctly                                                                        |
| Managing and accurately maintaining large databases and spreadsheets with the ability to engage with managers across relevant service areas to do so                                                                                           |
| Managing any post received into the team; this will often include contractual documentation and regulatory information from organisations such as Ofsted that will need to be dealt with and raised accordingly                                |
| Arranging any meetings required across the team, with the potential of taking notes and lists of actions                                                                                                                                       |
| Any other general administrative task as required, such as photocopying, typing, filing etc                                                                                                                                                    |

| THE FOLLOWING TASKS ARE GENERIC ACROSS BUSINESS SUPPORT AND APPLY TO ALL GRADES ACROSS THE SERVICE                                                                  |
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| Provision of high quality support to all internal and external customers                                                                                            |
| Basic use of Microsoft packages including but not limited to Word, Excel, Outlook, PowerPoint                                                                       |
| Undertake routine clerical duties including, but not limited to, photocopying, fax transmission, laminating, binding, scanning, document collating and distribution |
| Recording, reporting, distribution and collection of mail (where no central team undertaking)                                                                       |
| Undertake reception duties, including signing in and out visitors, ensuring they are aware of fire evacuation procedures                                            |
| Undertake routine monitoring of generic resource email accounts (as allocated by Supervisor)                                                                        |
| Receive routine telephone enquiries, message taking and call re-direction                                                                                           |
| File maintenance                                                                                                                                                    |

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| Filing / electronic filing, Records Management, Subject Access Request                                                       |
| Orders, receives, checks and distributes stocks of stationery and other consumable items (where no central team undertaking) |
| Meeting/event convening (room booking, invite sending, room set up, refreshments etc.)                                       |
| Fire Marshall cover (where appropriate)                                                                                      |
| Record and update sickness database (where no central team undertaking)                                                      |
| Imprest purchasing and petty cash (where no central team undertaking)                                                        |
| Health & Safety support and awareness                                                                                        |
| General minute taking                                                                                                        |
| Peer training/coaching/mentoring                                                                                             |
| Induction support                                                                                                            |
| Accommodation / property support to Supervisor (where no central team undertaking)                                           |
| Basic support for systems in use by LCC or Service Area supported (in agreement with Supervisor)                             |
| Use of IT systems/databases to enter, amend or extract information (as determined by Supervisor)                             |
| Production of reports, letters, audio tapes and other processed communications, often of a sensitive nature                  |
| Equipment maintenance (where no central team undertaking)                                                                    |