

JOB TITLE	BUSINESS SUPPORT ASSISTANT LEVEL 2
TEAM	COMMERCIAL – CTPS (Commercial Team People Services)
DIRECTORATE	RESOURCES
WORK BASE	Lincoln – County Offices
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This job brief sits alongside the job description for this role.

Key Objective – The primary function of a Business Support Assistant in this role is to provide effective support for the Commercial service. This is accomplished through completing administrative and clerical functions including but not limited to general administrative tasks, data inputting, inbox management, meeting support (including minute taking) and completion of defined service tasks. The post holder will be required to safeguard the correct processing of sensitive data and provide cover for colleagues in the Commercial Business Support team.

THE FOLLOWING TASKS ARE SPECIFIC TO THIS ROLE
Administer the setting up, completion, execution and variation of contracts between Lincolnshire County Council and Social Care providers while safeguarding the correct process of sensitive data.
Undertake Mail Merges (electronically)
Undertake the Requisitioner finance role including but not limited to raising Purchase Orders, processing financial requests, resolving queries and setting up providers.

THE FOLLOWING TASKS ARE GENERIC ACROSS BUSINESS SUPPORT AND APPLY TO ALL GRADES ACROSS THE SERVICE
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
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)