



## THE PERSON

### Business Support Officer

Criteria	Essential / Desirable	Method of Assessment
<b>Qualification</b>		
Level 2 standard of education (e.g. GCSE) or equivalent experience demonstrating basic numeracy and literacy.	E	CV / Application / Pre-employment check
Level 3 Safeguarding	E	CV / Application / Pre-employment check
Safer Recruitment Trained	E	CV / Application / Pre-employment check
<b>Knowledge &amp; Experience</b>		
Knowledge and experience in project co-ordination and planning administration and procedures.	E	Application / Interview
Experience of working with data and formatting reports	E	Application / Interview
Experience of working independently and as part of a team.	E	Application / Interview
Experience of working within a Culture/Safeguarding Role within a Public Sector Organisation or NFCC	D	Application / Interview
Experience in Stakeholder Engagement	D	Application / Interview
<b>Skills &amp; Abilities</b>		
Good written and verbal communication skills. Able to evidence experience in producing high standard of reports and presentations and interpret data sets.	E	Application / Interview
Confident in using ICT systems such as Word, Excel, Outlook, Powerpoint.	E	Application
Able to work on own initiative without constant supervision.	E	Application / Interview

## Person Specification

Can effectively manage workload, priorities and deadlines.	E	Application / Interview
Demonstrates attention to detail and works methodically, responding to changes to meet deadlines	E	Application / Interview
<b>Other</b>		
Willingness to work flexibly.	E	Application
Contribute to a positive working environment ensuring commitment to equality and diversity.	E	Application / Interview
Committed to safeguarding, and promoting the welfare of children, young adults, and vulnerable people in our communities		Application / Interview