



## **Business Support Officer**

<b>Department:</b>	Culture, Inclusion and Wellbeing
<b>Role Code:</b>	TBC
<b>Grade/Role:</b>	Grade 6
<b>Responsible to:</b>	Assistant Director - Culture Inclusion and Wellbeing
<b>Responsible for:</b>	None
<b>Date Revised:</b>	October 2024

### **Job Purpose:**

To protect and save life, property and the environment by providing effective administrative and project support to the Culture, Inclusion and Wellbeing function, ensuring that workstreams are organised.

### **Main Duties and Responsibilities:**

1. Support the Assistant Director by efficiently managing and coordinating workstreams and projects. Your attention to detail and organizational skills will contribute to the smooth running of the function.
2. Updating and developing dashboards and reports analysing data and trends and making initial recommendations.
3. Communicate with key stakeholders on appropriate departmental / service and related activity.
4. Maintain effective service recording and online systems
5. To provide administrative support for meetings, as needed, including organising, taking notes and timetabling meetings.
6. To support external events and delegates. Organising travel and accommodation where necessary.
7. Ensuring that workstream records are kept up to date.
8. Provide threshold assessments and support to the Safeguarding Team when required.
9. Support all appropriate administration as required by the function.

## Role Profile

10. Positively contribute to a safe work environment ensuring compliance with Health and Safety, Risk Management, Business Continuity and Safeguarding policy and procedure. Protect all personal information in adherence with the Data Protection Act 2018.