

<b>Title</b> <b>Nottinghamshire LEADER Business Support Officer Grade 4</b>	<b>Department</b> <b>Policy, Planning and Corporate Services</b>	<b>Post Ref.</b>
<b>Job Purpose</b> <i>To provide comprehensive administrative and financial support to the Nottinghamshire LEADER programmes.</i>		
<b>Key Responsibilities</b> <ol style="list-style-type: none"> <li>1. To undertake high level complex business support processes including complex or sensitive reports and correspondence, monitoring and reconciling large budgets, producing complex financial reports and statements as requested by the business.</li> <li>2. To be an authoritative source of advice and guidance, both for customers and colleagues on the Nottinghamshire LEADER programmes.</li> <li>3. To create, manage and manipulate information relating to the LEADER Programme including information relating to finance, staffing, customers or any other service requirement or eligibility criteria, this will include producing bespoke and complex reports.</li> <li>4. Develop systems and processes to meet project needs and to ensure the high quality of information held.</li> <li>5. To undertake a full range of project management processes, including reconciling claims, preparing reports, liaising with partners and updating the programme webpages and social media streams.</li> </ol>	<b>Key Accountabilities</b> <ol style="list-style-type: none"> <li>1. For the accuracy and quality of information within the responsibility of the post holder</li> <li>2. To ensure that correct processes are being followed and to alert the appropriate manager to ensure compliance</li> <li>3. To ensure that financial regulations are followed</li> <li>4. Work efficiently and effectively to support operational services</li> </ol>	

<p>6. Responsible for the preparation of meetings and events including booking venues, issuing invitations and papers and take minutes.</p> <p>7. 7. Actively participate in ongoing project development and delivery.</p>	
<p><b>The post holder will perform any duty or task that is appropriate for the role described</b></p>	

<p><b><i>Person Specification</i></b></p>	
<p><b><i>Education and Knowledge</i></b></p> <p>1. Good literacy and numeracy skills to NVQ 3 level or equivalent</p> <p>2. Knowledge of project management methodology.</p>	<p><b><i>Personal skills and general competencies</i></b></p> <p>3. Puts into practice the Council's commitment to excellent customer care.</p> <p>4. Works efficiently and effectively and actively looks for ways of improving services and outcomes for customers.</p> <p>5. Works well with colleagues but also able to work on their own initiative.</p>
<p><b><i>Experience</i></b></p> <p>7. Experience of providing project support in a busy environment</p>	

<ul style="list-style-type: none"> <li>8. Experience of data input and data management ensuring accuracy and where appropriate confidentiality</li> <li>9. Significant experience and competence using IT, the internet and common business support packages including word processing and spreadsheets</li> <li>10. Experience of note and minute taking</li> <li>11. Experience of providing information to the public or customers using good communication skills</li> <li>12. Experience of using defined business processes and giving guidance on them to colleagues</li> </ul>	<ul style="list-style-type: none"> <li>6. Shares the Council's commitment to providing a safe environment for customers and staff and also treating all with respect and consideration</li> </ul>
<p><b><i>Role Dimensions</i></b></p> <p>13. 1. Work within the Economic Development team to policy and practice as directed.</p> <p style="text-align: right;"><i>Please attach a structure chart</i></p>	

Date 09/01/2018