

Title Business Support Administrator	Department Place	Post Ref.
Job Purpose The post-holder is responsible for a range of admin duties in connection with the provision of services to the Catering & FM service		
Key Responsibilities <ol style="list-style-type: none"> 1. An understanding of and ability to work within the BMS/SAP system 2. Administration and quality assurance coordination 3. Supplier and customer relationships 4. Ability to follow compliance procedures and alert appropriate colleagues to non-compliance 5. General office administration duties 6. Specific procurement responsibilities 7. A requirement for accurate minute taking at disciplinary level 8. Work effectively and efficiently as a part of a team whilst confident enough to work alone 9. Ensure Compliance of Health and Safety/Food Safety/Statutory legislation 10. Maintain records of heavy equipment installation, servicing removal & disposal 11. Input Wellworker Forms 12. Support Cleaning business support team during holiday periods and peak workloads 13. Analytical approach 14. Payroll knowledge would be an advantage 15. Administer specific contracts and other contractor spreadsheets 16. Administer Landscape Inspections. 	Key Accountabilities <ol style="list-style-type: none"> 1. For the accuracy of the work produced 2. To ensure correct business processes are being followed and to alert Team Leader when noncompliance is identified. 3. To ensure charging and financial regulations are being adhered to 4. Work efficiently and effectively within the agreed timescales to support the business. 	

17. Manage Buffett Requests 18. Ability to undertake small 'task & finish' projects	
The post holder will perform any duty or task that is appropriate for the role described	

Person Specification

<p><i>Education and Knowledge</i></p> <ol style="list-style-type: none"> 1. Educated to GCSE standard in Mathematics and English. 2. Knowledge relating to the Data Protection Act. 3. Knowledge, understanding and commitment to the principles of Equality and Diversity. 4. Knowledge of general Health and Safety issues in the workplace. 	<p><i>Personal skills and general competencies</i></p> <ol style="list-style-type: none"> 5. Puts into practice the Council's commitment to excellent customer care. 6. Works efficiently and effectively and actively looks for ways of improving services and outcomes for customers. 7. Works well with colleagues but also able to work on their own initiative. 8. Shares the Council's commitment to providing a safe environment for customers
<p><i>Experience</i></p> <ol style="list-style-type: none"> 1. Minimum of 1 years' experience of working in an office environment with mainframe/PC financial systems. 2. Experience of working to set procedures and guidelines 3. Experience of providing information and advice to the public 4. Experience of providing excellent customer care 5. Experience of using Excel, Access and Word 	
<p><i>Role Dimensions</i></p> <p>To be responsible to the Team Leaders within Place, providing administrative support to other team members.</p> <p>Main functions will be computer inputting, telephone and written communications, financial calculations and general admin duties.</p>	

Date: 20.02.2020

Tier 7a - Frontline Roles