

Role profile – (Temp) Business Support Manager

- **Location:** Number One Riverside, Smith Street, Rochdale, OL16 1XU
- **Salary:** Grade 7
- **Annual Leave:** 27 days rising to 32 days with five years continuous service, plus Bank Holidays
- **Benefits:**
 - Discounted Gym membership
 - Staff Groups, including Gardening, Menopause Café & Crafting
 - Workplace Wellbeing initiatives
 - Lifestyle savings platform (Vivup)
 - Bee Network
 - Blue Light Card eligibility
 - Employee Assistant Programme (EAP)
 - Metro Moneywise - Credit Union
 - Pension

Succeed at Rochdale

- Support to thrive and develop your career
- Culture of learning & development
- Wellbeing support
- Best Corporate Workplace in the UK
- Located at the Heart of Riverside surrounded by shops, cafes, bars & leisure facilities
- Fabulous public transport links

Overview - duties

- Efficient and effective organisation, supervision and personal development of the team
- To establish and maintain effective business support systems
- Contribute to the business planning processes of the team
- To assist with recruitment and retention activities of staff including wider Children's Services staff
- Ensure effective servicing of a range of statutory and non statutory panels and meetings
- Provide management information for various performance indicators
- Provide effective flow of communication

Purpose - objectives

Rochdale Children's Services are looking to recruit a dynamic, highly organised Business Support Manager who would thrive in playing a part in making a real difference to others. These roles becoming available are rare and will be an exciting challenge for the right candidate

We are a friendly, flexible and passionate team who provide professional administrative and financial support to managers and operational staff in Children's Social Care and Early Help and Schools. This role will primarily managing the support staff within Family Safeguarding and Protection Service, Children with Disabilities and Safeguarding Conferencing area.

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Person specification



Assessed via Application Form

Skills, Experience & Knowledge

1. Some form of management experience within a business support environment

2. A flexible approach and be able to adapt to the changing needs of the service

3. Excellent communication and inter-personal skills

4. Experience of establishing/implementing systems and procedures

5. Adaptable, flexible problem solving approach to work

6. Ability to communicate effectively and appropriately with all staff

7. Able to establish a team working environment and ensure its subsequent leadership

Value

Pioneering, Passionate & Proud

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Person specification



The remainder of the person specification will be assessed at stage 2 of the recruitment process

Skills and experience

How assessed (A, I, P Assessment, Interview, Presentation)

1. Please give details of your experience of managing a team of staff within a Business Support environment
2. Please give details of your ability to prepare and present written documentation
3. Please give details of how you effectively communicate with all staff of all levels and members of the public
4. Demonstrate how you manage the performance of teams and individuals
5. Ability to manage work activities to meet service needs and continue to improve to ensure the service is efficient and effective

Interview
Interview
Interview
Interview
Interview

Knowledge

How assessed (A, I, P Assessment, Interview, Presentation)

6. An understanding of statutory requirements and legislation within Children's Services environment
7. Knowledge of budget control and financial implications

Interview
Interview