

Role profile – Business Support Assistant

- **Location:** Primarily NO1R
- **Salary:** Grade 3 £25,583 to £25,989
- **Annual Leave:** 25 days rising to 30 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
 - 2 days paid volunteering

Succeed at Rochdale

- Support to thrive and develop your career
- Progression opportunities
- 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

- Preparation and collation of information
- Assisting in the procurement of goods and services including financial tasks in line with policies and procedures
- Working in an exciting and fast-paced environment alongside multi-agency teams of Social Workers, Youth workers, Family Workers, Domestic Abuse colleagues etc
- Monitoring service and team specific mailboxes
- Arranging, organising and minuting a range of non-statutory meetings
- Responding to ad-hoc requests

Purpose - objectives

Rochdale Children's Services are looking to recruit a Business Support Assistant who wants to play a part in making a real difference to others and who would like a new and exciting challenge.

We are a friendly, flexible and a passionate team who provide professional administrative and financial support to managers and operational staff across Children's Services.

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Person specification

Assessed via CV and Covering Letter

Skills, Experience & Knowledge

1. Providing administration support in an office	7. Exceptional organisational skills with being able to work using own initiative and within a team setting
2. Knowledge of ICT systems and packages ie: Microsoft teams and specialist databases	
3. Excellent communication and inter-personal skills	
4. Experience of preparing for meetings and minute taking	
5. A flexible approach and be able to adapt to the changing needs of the service	
6. Demonstrate the ability to prioritise workload and be able to work to deadlines	

Value

Pioneering, Passionate & Proud

(Guidance)

Grade 1 – 4 (max 5 points)

Grade 8 – 10 (max 10 points)

Grade 5 – 7 (max 7 points).

Grade 10+ maximum 12 points

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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 (T, I, P Test, Interview, Presentation)

- | | |
|---|--------------------|
| 1. What office and administration experience do you have? | Test and Interview |
| 2. Please give details of your experience of working on your own initiative | Interview |
| 3. Please give details of how you have prioritised work and multi-tasked | Interview |
| 4. What experience of arranging and organising meetings do you have | Interview |
| 5. What financial administration experience do you have? | Interview |

Knowledge

How assessed (I, P Interview, Presentation)

- | | |
|---|-----------|
| 6. How would you work to deadlines and produce work to a high level of accuracy | Interview |
| 7. What is your understanding of the data importance of confidentiality and data protection | Interview |
| 8. How would you communicate clearly, courteously and effectively with a range of people from a range of social and cultural backgrounds? | Interview |