

Section 1

Position Name & Code:	Priority Families Business Support Officer Level 3 14883	e.g. ADMIN ASSISTANT-12345	
Team Code & Name:	NF0472 – Priority Families Team	e.g. NX1234 – TEAM NAME	
Department:	Children and Adults	Service Area:	Vulnerable Children and Families
Hours per Post(s) and working pattern:	37 hours, standard week	Grade:	D
Number of Posts:	1	Direct Reports	None
Line Manager:	Nicky Dawson	Location:	Loxley House

Section 2

Please select **5** key skills from the Skills & Experience that you feel are required for this role.

No.	Skill	Why is this required?
1	Invoicing (raising & receipting includes Oracle)	Administration of programme accounts and records.
2	Data inputting (includes accuracy)	Will be required to learn Priority Families online records system and Liquid Logic and provide administration support to practitioners, including partners
3	Communication Skills (Includes verbal/written – see also frontline working)	Good business support skills (literacy and numeracy and use of Microsoft office systems) and needs a degree of tact and diplomacy as well as accuracy in dealing with internal and partner staff and clients at all levels.
4	Working under pressure	Not a standard BSO job, public facing, events, training to administer, hotspots of data inputting during government submission periods and weekly data checking for client allocation panels, multi-tasking!
5	Project support	Project support skills – project record keeping for a major transformation programme, proactive admin support to project manager (project and programme training is provided to enhance skills).

Section 3

Qualifications – Legal or Statutory Requirement	e.g. Social Work, Lifeguard Certificate etc None required
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Section 4

Other Statutory Requirements	e.g. DBS Check, NPPV Check etc. DBS check
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Section 5

Signed:	<i>Nicky Dawson</i>	Print Name:	NICKY DAWSON
Job Title:	Priority Families Project Manager	Date:	20.07.16