

## **Business Support Officer**

**Salary: Band 5 - £25,652 - £27,363 p.a. (£15,391 - £16,417 pro rata)**

**22.2 hours per week (flexible working pattern to be agreed)**

### **Permanent**

Portsmouth City Council is committed to safeguarding and promoting the welfare of children, and young people, and expects all staff and volunteers to share this commitment.

DBS Disclosure at basic level will be required prior to any offer of employment and this post is exempt from the Rehabilitation of Offenders Act 1974.

Every post is subject to PCC and Portsmouth Safeguarding Children Partnership safer recruitment procedures.

### **The Service**

As a service Play, Youth and Community (PYC) take pride in our work by valuing others, focusing on what's important so that we make a real and positive difference.

The Play and Youth Service is committed to improving the lives of children and families in the city. Our purpose is to support the social, emotional and physical development of children who use our service.

We provide six staffed adventure playgrounds and four youth clubs across the city as well as other additional youth projects. We also administer the HAF programme on behalf of the Children's, Families and Education Directorate.

Play and Youth spaces support from early childhood into adulthood, providing safe recreational spaces which are also informal educational environments, where children and young people are supported with their mental health and wellbeing.

The best way to learn about the PYC service is to visit our website

- <https://www.pycportsmouth.co.uk/>

### **What is the role?**

To provide a full range administrative and business support services to the Play and Youth Service.

Duties and Responsibilities include:

- Supporting with data entry and upkeep of the new registration system to ensure accurate records are kept
- Administering the collection and presentation of service performance information

- Maintaining files and documentation
- Creating and circulating the PYC news letter
- Setting up meetings, both internal and external, in person or via Teams/hybrid arrangements
- Supporting meetings by preparing agendas, taking notes and producing minutes and checking these prior to distribution
- Carrying out all necessary word processing, spreadsheets, database and presentation duties
- Upkeep of the training spreadsheet and arranging staff training courses when needed
- Managing the PYC inbox
- Managing and ordering stock
- Raising and receipting Purchase Orders and keeping financial records
- Supporting the Project and Partnership Lead in administration tasks associated with a variety of projects
- To support other areas within the department to ensure Business Continuity.

### **Who is the person?**

You will need to:

- Be personally resilient and work effectively under time constraints and deadlines
- Have a good eye for detail and accuracy, while being able to work at pace
- Want to gain/improve experience and knowledge of administration work in a local government context
- Have good IT skills and be familiar with M365 including Teams, Excel, Word, OneDrive and SharePoint
- Understand workflow systems and be able and willing to develop specific system knowledge with training and support
- A confident communicator with colleagues at all levels in the organisation and with customers of our services
- Be familiar and confident in meeting defined customer expectations
- Be able to effectively manage your time to deliver work assigned to you in a timely way

- Have a clear understanding of confidentiality and data protection
- Be comfortable as part of a high performing team that is flexible in meeting the needs of the service

**When completing the application form, please thoroughly tailor your application to the 'Who is the Person' points with the use of examples from your experience. This is really important or you are likely not to be shortlisted.**

### **General Data Protection Regulation (GDPR)**

As part of any recruitment process, Portsmouth City Council collects and processes personal data relating to job applicants. Portsmouth City Council is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations under the General Data Protection Regulations (GDPR).

Completing and sending an application in for a vacancy is your consent for us to process your data for the purpose of recruitment. Your data is not used in any other way and you can withdraw your consent at any point in the recruitment process and we will destroy or delete your information.

For more detailed information on what we collect, how we use, store, delete data and your rights you can access a privacy statement on our Job board.

This role is eligible for a DBS check and the DBS have published a privacy notice to ensure individuals are fully informed of the use of their personal data; their rights and that Portsmouth City Council are meeting the necessary requirements when submitting DBS checks. It is important that you read and understand this privacy policy before any application is submitted to the DBS.

Visit <https://www.gov.uk/government/publications/consent-privacy-policy>

Please include the below statement in your application. It is important you know your rights.

I have read the Standards/Enhanced Check Privacy Policy for applicants, and I understand how the DBS will process my personal data and the options available to me when submitting an application

Signed.....Dated.....

You will need to demonstrate that you have the Right to Work in the UK. No post will be offered without it.