**Context Statement**



**To accompany Job Description CC996g**

**Job Title:** Business Support Assistant (Apprentice)

**Directorate**: Corporate Development, Chief Executive’s Office, Leadership Support Team

**Organisation Structure**

**Reporting to:** Business Manager

**Responsibility for:**

A key role to provide administrative support to our Senior and Corporate Leadership Teams working from County Hall, with hybrid opportunities to work from home.

The roles does not have any line management responsibilities and the postholder will be expected to effectively manage their time and priorities in accordance with colleagues, and the ever changing business need. The postholder will predominantly support the Chief Executive’s Office but will work several months on rotation with each directorate PA Team to learn and understand the service areas we support. The post holder will be involved in supporting projects, workshops and meetings, monitoring email inboxes, carrying out routine administration of DBS checks and ensuring we fulfil our data protection requirements.

**What can you offer?**

* The ability to organise yourself and support others with excellent organisational skills
* To understand what is important and to be able to prioritise your work so the important things are done on time to a high standard (deadlines and targets) – this may mean working under pressure and using initiative at times
* To work as part of a team to deliver great results together with flexibility and agility to respond to competing demands from different people
* To work in a professional and inclusive way with colleagues, partners and others
* To be able to think through a problem and, perhaps with the help of others find a suitable solution
* To effectively and confidently communicate with people in a variety of ways
* To develop the confidence to question, challenge and try new things which may make a positive difference
* To learn new skills and demonstrate a high level of ICT competency
* To handle sensitive and confidential information in a trusted and professional way
* To understand the importance of timely and accurate recording of information showing particularly attention to detail and accuracy
* To put the customer at the centre of everything we do, with a clear focus on delivering in a professional and timely way
* To participate and support key projects

**Travel Requirement**

This role does not have a significant travel requirement, however the postholder may occasionally be asked to provide support and attend meetings/events away from the centre of duty, but these will usually be within Dorset. Therefore, occasional access to a vehicle, use of public transport or travel with colleagues may be necessary.

**Other Information**

* This post is a fixed term contract for 18 months and is subject to the standard probationary period.
* The ability to communicate effectively in a professional, appropriate and concise manner both orally and in writing is essential to this post.
* The postholder will also be subject to a satisfactory Disclosure and Barring Service Basic Check (DBS).