

Job Description

Business Support Officer – Democratic Services

Role Profile	Business Support
Service/Team	Law and Governance / Democratic Services
Reports to	Deputy Head of Democratic Services
Responsible for	N/A
Number of posts	
Post number	

My job improves the quality of life for the people of Bournemouth, Christchurch and Poole by...

effectively supporting the decision-making process for the Council.

Job Overview

Provide timely, efficient and effective specialist administrative support to Democratic Services.

Key Responsibilities

- Provide administrative support in the delivery of the decision-making process, the Independent School Appeals Service and the Mayoralty Team, including maintenance of files and records, photocopying and collection and delivery of post
- Assist with the delivery of the Member Support function across the Council
- Upload documents to the intranet sites and websites for the Council to include the corporate diary/calendar and ensure that all information is current
- Administer purchase orders using online accounting system and processing creditor invoices for payment
- Manage and co-ordinate the calendar of meetings and room bookings for all statutory meetings for the Council

Specific Qualifications and Experience

- Experience of providing secretarial and administrative support in a pressurised environment

Personal Qualities & Attributes

- Ability to work accurately and calmly under pressure and meet tight deadlines
- Ability to communicate clearly and concisely and work well as part of a team

Job Requirements

- Must be able to travel, using public or other forms of transport where they are viable, or by holding a valid UK driving licence with access to own or pool car