

Job summary

Role title: Senior Business Support Officer

Department: Environmental Health and Licensing

General description of role

The Senior Business Support Officer will be responsible for the day to day operational management of the Business Support Team and provide leadership to the team whilst undertaking various administration duties yourself. This role will work closely with the Business Support Team Leader who will provide strategic oversight.

Top ten duties / responsibilities of role

1. To manage, on a day to day basis, the Council's Environmental Health and Licensing Business Support Team.
2. Undertake regular 1-2-1 catch ups with staff and undertake the team's annual appraisals.
3. Manage the day to day workload of the team, assigning colleagues to specific tasks as deemed necessary on a priority basis. You will also need to take a lead on resolving both customer and colleague questions, queries, problems or complaints.
4. Answer customer service enquiries within Environmental Health & Licensing, primarily relating to nuisance complaints (such bonfires and noise) and taxi and premises licence applications (inc. taking payment) via telephone, email and on occasion face to face.
5. Support and assist with the management of departmental telephone lines, email boxes, calendars and process, record and respond to emails as required.
6. Process and file information into the Council's database and document handling systems.
7. Raise, process and check financial Purchase Orders that come into team.
8. Successfully delivering projects to innovate and seek on going improvements to processes utilising technology to achieve efficiencies and improve the customer experience.
9. Take a lead/ assist with various other administration duties such processing food business registrations, processing premises and temporary event notices and facilitating our taxi driver knowledge tests.

Person Specification

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Department: Environmental Health and Licensing



Qualifications	Essential / Desirable	Assessment by A / I / T (Assessment/Interview/Testing)
Previous office administration experience.	E	Interview
A good standard of secondary education i.e. literacy, numeracy etc.	E	Interview
Experience with Microsoft products including Microsoft Office e.g. Word and Excel.	E	Interview
Previous experience of managing people, strong leadership and project management skills	P	Interview
Role required competencies and behaviours		
Thinking on your feet/problem solving.	E	Interview
Ability to cope with high workloads.	E	Interview
High level of accuracy and attention to detail.	E	Interview
Good organisation and time management skills.	E	Interview
Experience of writing notes, letters and reports.	E	Interview
Self-motivated and pro-active.	E	Interview
Understand and demonstrate the importance of good customer service and good telephone manner.	E	Interview
Willingness to learn new skills and to develop new expertise.	E	Interview
Good communication, administrative and interpersonal skills.	E	Interview
Good IT skills and potential for transferable skills into council software programmes.	E	Interview

Great People at Reigate & Banstead

Our great working environment and the values and behaviours of every individual and team in the Council, help to evolve the culture of our organisation to become more commercial, innovative and embracing of change.

Successful applicants to our career opportunities will be able to demonstrate they share the values and behaviours we seek in our organisation.

Our Vision

Working together to make a great place to live, work and enjoy.

Our Values

Making a difference, doing the right thing, being bold and confident.

Our Behaviours

We should demonstrate our values by being positive, supportive, flexible, and innovative.

Positive: I maintain a “can do” attitude and a smile

- ✓ Create an encouraging and optimistic environment and bring others with me
- ✓ Approach others in a pleasant, happy and upbeat manner
- ✓ Maintain enthusiasm in difficult times
- ✓ Demonstrate commitment to my own service and to the Council
- ✓ Demonstrate an "I care" attitude

Supportive: I create an environment where the people I work with feel valued and respected and have confidence to develop

- ✓ Understand the council's priorities and work towards a common goal
- ✓ Work across boundaries to develop relationships, share information and keep others informed
- ✓ Listen to the views of others allowing the best way forward to be found
- ✓ Communicate in a courteous and respectful manner
- ✓ Behave in ways that promote the fair and equal treatment of all

Flexible: Adapting the way I work, I can deal confidently with change and accept new and different ideas and approaches

- ✓ Accept that change is an integral part of working at Reigate & Banstead
- ✓ Demonstrate an open mind to new ideas and proposals
- ✓ Display a willingness to do things differently
- ✓ View change in working practices as an opportunity for improving and developing
- ✓ Adopt a flexible approach to meet the team's requirements

Innovative: I work to develop new ideas and workable solutions to drive the Council forward

- ✓ Question currently accepted ways of doing things
- ✓ Implement good ideas, learn from others, both internally and externally
- ✓ Identify novel ways of resolving issues using own initiative
- ✓ Suggest and trying out new approaches
- ✓ Challenge the status quo in a constructive way

Great People



POSITIVE



INNOVATIVE



SUPPORTIVE



FLEXIBLE

Summary of employment package

Place of work	The role will be primarily based at Town Hall, Reigate / Earlswood Depot, Redhill/Various other locations . We may require you to work from another place of work within the Borough or a neighbouring Borough or District, or further afield by prior agreement.
Salary	Graded Administrative , the salary will be in the region of £30,009- £32,049 per annum dependent upon experience. Cost of living awards are reviewed annually on 1 April. Incremental progression and bonuses may be payable in line with the appraisal scheme.
Duration of contract	The contract will be offered on a permanent basis.
Probationary period	Upon joining the Council, all staff are required to satisfactorily complete a six month probationary period.
Hours of work	Hours of work are nominally 36 per week.
Employment Benefits	
Flexible working hours	<p>Flexible working allows for the alteration of start/leave times and length of lunchtime break, time off in lieu for longer hours worked and a flexible working system.</p> <p>Whilst staff are expected to manage their time and keep working hours within acceptable limits, flexible working arrangements are always subject to sufficient office cover and the particular needs of the service at that time.</p>
Annual leave	<p>The basic leave entitlement is 259.2 hours per annum pro rata (equivalent to 36 standard days), rising to 295.2 hours per annum (equivalent to 41 standard days) pro rata after five years continuous local government service, inclusive of Bank Holidays.</p> <p>Annual leave must be taken on the Council's discretionary day off around Christmas and New Year period.</p>
Pension	<p>You will be auto enrolled into the Local Government Pension Scheme (LGPS) to which the Council contributes 15% of your earnings each year.</p> <p>You are able to transfer funds into the LGPS within the first twelve months of employment. However, you can also choose not to join the scheme and make your own arrangements. If you wish to opt out of the scheme you will not be able to do so until after your first day.</p> <p>Your pension contribution rate will depend on your full time equivalent annual salary. The salary and rates are reviewed annually on 1 April each year. The current rates can be found on the Surrey Pension Fund website: http://www.surreypensionfund.org/surrey-pension-fund/paying-in/membership-and-contributions/#contribution-rates</p>
Training and development	<p>The Council actively encourages continued professional development and talent development.</p> <p>Learning facilities are available in-house, including a dedicated Training Room for both individual and group learning. The Council also has a number of Computer Based Training packages.</p>
Professional subscriptions	If you are required to be a member of a professional organisation(s) for your role, we will pay the subscription fee(s) each year, your manager will approve your claim as applicable.

Car parking / Travel loan scheme	The Council offers interest free loans to encourage staff to travel by alternative methods to solo car use. Loans are available to purchase bicycles and accessories to the value of £1000, for quarterly/yearly rail season or bus tickets or a season car park pass.
Cycle purchase scheme	The Council offers staff who have passed the probation period and are employed for 18 months or more, the opportunity to lease/purchase bikes and related safety equipment up to £1000, reducing tax and National Insurance deductions. Staff are required to use the bike mainly for journeys between home and work.
Employee discounts	<p>All staff have access to special offers and discounts on national and local high street shops, restaurants, motoring benefits, discount cinema and theatre tickets, holidays, insurance and much more.</p> <p>Full annual discounted membership is available for the 'Better' run leisure centres at Tadworth, Donyngs and Horley.</p>

Other Conditions	
Pre-employment checks	<p>Appointments are offered subject to several pre-employment checks to comply with the Home Office's Baseline Personnel Security Standards (BPSS):</p> <ul style="list-style-type: none"> • at least two satisfactory references • eligibility to work within the UK, and proof of your identity • evidence of relevant qualifications
Paid work with another employer	<p>If you are appointed, your contract with the Council should normally be classed as your main employment.</p> <p>You will devote your whole-time service to our work and not be involved in any other business or take up any other appointment without getting written permission from your manager or the Chief Executive.</p>
Politically restricted role	As this role is required to advise elected members, this is considered to be a 'politically restricted post'. This means you cannot be, or try to become, a councillor, a Member of Parliament or a Member of the European Parliament during the period of your contract. This post is one that is listed as politically restricted in accordance with the requirements of the Local Government and Housing Act 1989.
Disclaimer	Please note that this document outlines the likely employment package for this role but does not form part of your terms and conditions of employment if you are subsequently employed by Reigate & Banstead Borough Council. These will be outlined in any contractual documents addressed to you directly.