# Role profile

* **Job title**: Business Support Central Administrator
* **Grade:** G4
* **Business area:** Business Support
* **Reporting line:** Business Support Manager
* **Team:** Central Business Support

## Job Purpose

The Business Support Central Administrator will provide high quality, customer focused, flexible and timely support to assist with the reduction of risk to the people of Greater Manchester.

The role holder will be responsible for providing Organisational business support for HQ based Service Support staff, receive enquiries from members of the public and Partners in writing, over the telephone and in person.

## Key working relationships

* Operational Support teams
* Corporate Support Directorate
* External partner agencies
* General public

## Key Responsibilities

* Provide an excellent level of Customer Service and present a positive impression of GMFRS and GMCA to both internal and external customers.
* Provide effective administration business support in a range of activities\* including minute/note taking, arranging meetings, diary management, printing and registry requests, formatting letters and mail merges, ordering stock and uniform for FSHQ based Support staff.
* Provide an efficient Reception service at FSHQ including being the first point of contact for visitors and contractors, dealing effectively with enquires and requests when answering the main switchboard telephone and preparing and sorting the internal and external mail.
* Produce clear, accurate information at the request of the Area Management Team using a range of corporate databases and other Microsoft tools, analysing the data and identifying any ways in which business support could be improved.
* Ensure that all business support functions are completed in an accurate and timely manner and in line with relevant processes and procedures, raising any concerns with your line manager.
* Contribute effectively to the development, preparation and review of all procedures and systems, aligning them to service needs and objectives.
* Maintain a high level of understanding of all FSHQ Support staff activities and functions to provide cover and flexibility to meet the organisational business need.
* Manage individual performance against Team plans, agreed targets and KPIs.
* Provide support for seasonal events as directed by FSHQ Management Teams.
* Work flexibly and creatively as part of an effective wider team

## General

* < Work collaboratively with colleagues and stakeholders to enhance the role of Business Support throughout GMCA.
* Personal commitment to continuous self-development and service improvement.
* Through personal example, open commitment and clear action, ensure diversity is positively valued, resulting in equal access and treatment in employment, service delivery and communications.
* Take part in appropriate training, team meetings and appraisals as directed by the Manager.
* Through innovation, continuously improve the use of public money in ways the public would value.
* Act in accordance with the law and GMCA values and ensure that safety, sustainability, partnership working and inclusivity run through all Business Support activities.

**NB: This list of duties and responsibilities is by no means exhaustive, and the post holder may be required to undertake other relevant and appropriate duties as required.**

## Knowledge, Skills, and Experience

### Knowledge & Experience

* Educated to GCSE level or equivalent in English and Maths
* Experience of providing effective office support service within a busy administrative environment
* Considerable organisational knowledge, to efficiently connect callers and enquirers with the right person
* Experience of using corporate data management system to manage customer records.
* Competent user of Microsoft Office products
* Experience of establishing effective relationships with internal and external stakeholders and members of the public
* Able to demonstrate accuracy and attention to detail

### Skills, Values & Behaviours

* Strong customer service and interpersonal skills
* Self-motivation and ability to deal with a demanding workload and deliver consistently to deadlines
* Ability to work flexibly and creatively as part of an effective team including providing cover for FHSQ Reception during core business hours
* Highly organised with the ability to multi task and prioritise workloads, working accurately and methodically
* Excellent telephone manner, oral and written skills and IT literate
* Commitment to high standards of customer care and public service
* Occasional requirement to attend training courses
* Willingness and ability to travel across the county when required, within a reasonable time to meet the role demands (individuals providing their own vehicle for use will be eligible for casual car user rate).

## Corporate Duties

*Do not behave in way which discriminates against your fellow employees, or potential employees on the grounds of their sex, sexual orientation, marital status, race, religion, creed, colour, nationality, ethnic origin or disability.*

*Safeguard at all times confidentiality of information relating to staff and pensioners. Refrain from smoking in any areas of Service premises.*

*Behave in a manner that ensures the security of property and resources. Abide by all relevant Service Policies and Procedures.*

***Records Management / Data Protection*** *- As an employee of the GMCA, you have a legal responsibility for all records (including employee health, financial, personal and administrative) that you gather or use as part of your work with the Service. The records may be paper, electronic, audio or videotapes. You must consult your manager if you have any doubt as to the correct management of the records with which you work.*

***Confidentiality and Information Security*** *- As a GMCA employee you are required to uphold the confidentiality of all records held by the GMCA, whether employee records or GMCA information. This duty lasts indefinitely and will continue after you leave the GMCA employment. All employees must maintain confidentiality and abide by the Data Protection Act.*

***Data Quality*** *- All staff are personally responsible for the quality of data entered by themselves, or on their behalf, on GMCAs computerised systems or manual records (paper records) and must ensure that such data is entered accurately and, in a timely manner, to ensure high standards of data quality in accordance with Departmental protocols. To ensure data is handled in a secure manner protecting the confidentiality of any personal data held in meeting the requirements of the Data Protection Act.*

***Health and Safety*** *- All employees of GMCA have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. Employees are required to co-operate with management to enable GMCA to meet its own legal duties and to report any circumstances that may compromise the health, safety and welfare of those affected by the Service’s undertakings.*

***Service Policies*** *- All GMCA employees must observe and adhere to the provisions outlined in these policies.*

***Equal Opportunities*** *- GMCA provides a range of services and employment opportunities for a diverse population. As a GMCA employee you are expected to treat all employees / partners / members of the public and work colleagues with dignity and respect irrespective of their background.*