**Business Support Officer**

**Scale 4**

**About Business Support**

The Business Support Service in Stockport Council provides administrative support to front-line Council services by way of a number of separate ‘Hubs’. The Hubs carry a mixture of specialist duties (for example, Personal Assistants to Senior Leaders and minute-takers for legal meetings) and non-specialist duties.

We are recruiting to roles for non-specialist duties. In these roles staff are required to work flexibly by taking responsibility for a variety of administrative tasks and by working in different Hubs, as the need arises, in order to support the many services provided by the Council to the people of Stockport.

We expect staff recruited at Scale 4 to be hard-working, well-organised and to be good team players. They are expected to become expert in the processes undertaken in their area of work and, as well as having their own workload, to supervise and quality-check the work of Scale 3 Business Support Assistants. They must be a supportive team member in order to ensure the smooth and professional running of the service area.

In return for your hard work, we offer our employees a competitive package which includes;

* Local Government Pension Scheme
* Flexible working arrangements

• Employer investment in training and development

* Generous Annual Leave scheme - 21 days (increasing to 25 after 5-years’ service) + 2 non-statutory days + Bank Holidays per annum

• Ability to buy additional Annual Leave

• Employee benefits including travel scheme, car lease scheme, eye tests and glasses scheme, cycle-to-work scheme

* Employee discounts scheme with local retailers

• Health and wellbeing offer including Occupational Health and Coaching

If this sounds like a role which would interest you, please see below for a more detailed Job Description and Person Specification. These also tell you more about what it is like to work for Stockport Council. More general information about the work of all Stockport Council’s Business Support Hubs can be found in the attached document.

PLEASE NOTE: Due to present COVID restrictions most Business Support staff are working from home and it will be a requirement of this role for the successful candidate to do so until restrictions are lifted. All necessary equipment will be provided to enable this.