**Job Description**

# Section A: Job Profile

*The job profile outlines key information relating to the salary and working conditions e.g., location of a job, along with the current focus of the role and a brief description of the main duties.*

## Job Details

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| Job Title: | Business Support Co-ordinator |
| Salary: | £33,366 - £36,124 |
| Grade: | Grade 9 |
| Hours: | 37 per week from asap to March 2026 |
| Team: | Migrant Education/Employment and Adult Skills |
| Service Area: | Children, Education and Families |
| Primary Location: | County Hall, Oxford OX1 1ND.  Please note we are actively looking at our ways of working using everything we have learnt and heard from our people about the organisational and personal benefits of agile working.  What you can absolutely expect from working at Oxfordshire County Council (OCC) is that you will have the support to do your job and deliver great results, wherever you are based.  Each role at OCC is different and we know the needs of individuals are also varied, and so our approach to where and how often we would like to see you in person will be taken depending on the requirements of the role and in collaboration with you as part of the recruitment process. |
| Budget responsibility: | None |
| Responsible to: | Strategy & Partnership Manager |
| Responsible for: | 2 x Business Support Staff |
| Political Restricted Post: | No |

## Job Purpose

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| * + The purpose of the job is to play a key role in supporting the delivery of a number of wide-ranging projects and vital functions in the support of government funded schemes for migrant education, employment, adult skills and school grants. These include Homes for Ukraine Education scheme, Afghan Bridging hotels, MOD/Home Office Transitional & other Afghan education and wraparound programmes, Hong Kong BNO grant, Asylum Seekers education, ESOL, employment and adult maths (Multiply) programmes, within the context of a developing team.   + The post will require supporting the Strategic Partnership Manager and project leads based on a matrix-working approach with the broader OCC education and migrant teams and the department’s Data and Finance Coordinator.     This post will need to ensure high levels of accuracy for data input and communication.  The post holder will be required to work in a fast-paced and dynamic environment, responding to groups of new migrant arrivals and government schemes to deliver organisational improvement, driving through business efficiency and cultural change.  The post will require line management of 1-2 other business support staff and will not be devoid of finance involvement but will not hold budget responsibility. |

## Job Responsibilities

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| MAIN DUTIES  The post holder will be expected to:   1. Play a key role in supporting the delivery of government funded schemes for migrant education, employment, adult skills and school grants.   2. Provide support to officers in the Migrant Education team, working on a wide range  of issues in a fast-paced environment.  3. Work on a range of business support tasks that may include activities such as: resource allocation/ information management/ performance information/engagement and consultation/ communication, using a range of Microsoft Office functions.  4. Support the development of innovative solutions to difficult problems.  5. Work in a constructive way with colleagues across the council and with our partners, supporting and challenging others to deliver change.  6. Establish productive working relationships with elected members, senior managers and external organisations. Provide (written and verbal) support and advice to the senior groups such as cabinet, Council Management Team (CMT) and the Extended Leadership Team (ELT).  7. Achieve effective cross-team working where necessary with other council directorates.  8. Communication and data handling with migrant new arrivals and government departments; Home Office, Ministry of Defence, Ministry of Housing, Communities and Local Government  9. Preparing, supporting and minuting relevant meetings along with diary management and administrative support for the Strategic Partnership Manager.  10. Assist with the recruitment of a dynamic staff team that supports migrant new arrivals on government schemes and other school and adult learning grants.  11. Line manage one to two business support staff.  This job description may vary within the scope of the job as the requirements of  the Council develop. |
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# Our Values

Our organisational values underpin everything we do and say and are supported by policies, processes and guidance. In short, our values describe ‘the way we do things here’ so that we deliver great services for our residents. Our values are:

* Always learning
* Be kind and care
* Equality and integrity in all we do
* Taking responsibility
* Daring to do it differently

Everyone that works for us is required to demonstrate their accountability for the relevant work streams they support, as well as their commitment to these values. We will ask you to demonstrate your commitment to these values, and their associated behaviours, throughout the application process.

# Section B: Selection Criteria/Person Specification

This section provides a list of essential and desirable criteria that detail the skills, knowledge, behaviours, qualifications and experience that a candidate should have to perform the job.

Each of the criteria listed below, and your commitment to our values, will be measured through the application form/CV (A) and optionally one or more of the following - a test / exercise (T), an interview (I), a presentation (P) or documentation (D). You must provide a supporting statement as part of your application which includes examples and evidence of when you have demonstrated the criteria listed below.

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| --- | --- |
| Essential Criteria | Assessed By: |
| Qualifications & Training |  |
| *Essential* |  |
| English and Maths GCSE Grade C or above (or equivalent) or NVQ level 2  administration (or equivalent). | A |
| Good knowledge of Microsoft Office. | A, I |
| High degree of proficiency with Excel. | A |
| Evidence of continuing professional development | A, I |
| **Experience** |  |
| ***Essential*** |  |
| Track record of working on projects which deliver tangible results for customers. | A, I |
| Excellent time and task management skills and experience of delivering tasks under pressure. | A, I |
| Excellent interpersonal skills including verbal and written communication, and ability to relate to and work at all levels of the organisation. | A, I |
| High level analytical skills and ability to interpret and communicate complex written and statistical information. | A, I |
| **Job related aptitude and skills** |  |
| ***Essential*** |  |
| Develops effective internal and external relationships | A, I |
| Self-starter and team player with ability to work flexibly and on own initiative | A, I |
| Has impact and influence and effectively motivates others to achieve goals and  embrace change | A, I |
| Works on a number of issues concurrently and can prioritise effectively | A, I |
| A proactive approach to personal development | A, I |
| Ability to support the organisation on a range of business development activities as outlined in the Job Description. | A, I |
| **Competencies:** |  |
| Active Communication – actively consults and supports the flow of communication through the organisation and provides a compelling vision to others. | I |
| Decision-making – makes clear management and financial decisions that take full account of value for money, cost management, efficiency and risk. | I |
| Delivering Results- Consistently delivers stretching objectives through effective prioritisation, project management and the efficient use of resources. | I |
| Customer focus – retains responsibility for high levels of external and internal customer service through active feedback and a strong understanding of diverse customers | I |
| Personal Effectiveness - Acts with high levels of trust and personal accountability and responds positively to change and opportunities for personal development | I |
| **Equal Opportunities** |  |
| ***Essential*** |  |
| Commitment to, and understanding of, the principles of Equal Opportunities for all, in employment and the delivery of services. | I |
| Desirable Criteria | Assessed By: |
| Able to manage a small team to ensure high performance against plans and preventative objectives, monitoring and reporting against agreed performance measures. | A, I |
| Ability to support and challenge more senior colleagues. | A, I |
| Relevant degree or professional qualification in a relevant area. | A, I |

# Section C: Pre-employment Checks

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates. Further information can be found here [Pre-employment checks](https://www2.oxfordshire.gov.uk/cms/content/support-attending-interviews)

Additional pre employment checks specific to this role are identified below (those ticked).

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| --- | --- | --- | --- |
|  | Enhanced Disclosure and Barring Service check with Children’s and Adults Barred List |  | Enhanced Disclosure and Barring Service check without [an Adult/Children’s barred list check](https://intranet.oxfordshire.gov.uk/cms/content/safer-recruitment-and-disclosure-and-barring-service-checks#enhanced-dbs-check-without-an-adult-childrens-barred-list-check) |
|  | Enhanced Disclosure and Barring Service check with Children’s Barred List |  | Enhanced Disclosure and Barring Service check with Adults Barred List |
|  | Standard Disclosure and Barring Service check |  | Basic Disclosure |
|  | Disqualification for Caring for Children (Education) |  | Overseas Criminal Record Checks |
|  | Prohibition from Teaching |  | Professional Registration |
|  | Non police personnel vetting |  | Disqualification from Caring |

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|  | Other (please specify): |

# Section D: Working Conditions

This is a guide to the working conditions and the potential hazards and risks that may be faced by the post-holder.

## Health and Safety at Work

You are responsible for your own health, safety and wellbeing, and undertaking health and safety duties and responsibilities for your role as specified within Oxfordshire County Councils Health and Safety Policy.

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked).

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|  | Provision of personal care on a regular basis |  | Driving HGV or LGV for work |
|  | Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects |  | Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or a council vehicle for work purposes) |
|  | Working at height/ using ladders on a regular/ repetitive basis |  | Restricted postural change – prolonged sitting |
|  | Lone working on a regular basis |  | Restricted postural change – prolonged standing |
|  | Night work |  | Regular/repetitive bending/ squatting/ kneeling/crouching |
|  | Rotating shift work |  | Manual cleaning/ domestic duties |
|  | Working on/ or near a road |  | Regular work outdoors |
|  | Significant use of computers (display screen equipment) |  | Work with vulnerable children or vulnerable adults |
|  | Undertaking repetitive tasks |  | Working with challenging behaviours |
|  | Continual telephone use (call centres) |  | Regular work with skin irritants/ allergens |
|  | Work requiring hearing protection (exposure to noise above action levels) |  | Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres) |
|  | Work requiring respirators or masks |  | Work with vibrating tools/ machinery |
|  | Work involving food handling |  | Work with waste, refuse |
|  | Potential exposure to blood or bodily fluids |  | Face-to-face contact with members of the public |

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|  | Other (please specify): |

March 2024