

WHERE
CAREERS
THRIVE

When potential
is unlocked,
talent *thrives*



West
Northamptonshire
Council

Job description and person specification

Business Co-ordinator

Health Safety & Wellbeing, Corporate Services

Thank you for your interest in this role. Our vision at West Northamptonshire Council (WNC) is: 'to make West Northants a great place to live, work, visit and thrive'.

We truly stand by this and work hard every day to make this a reality, and at WNC it's about our people. People who thrive with ambition, bring new ideas, demand better ways of working, care about every detail, and who never shy away from a challenge.

Our culture is a gateway for new experiences. A place to forge new opportunities. To empower you in your career and unite you with like-minded people. When potential is unlocked, talent thrives.



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Purpose and impact:

To provide administrative and business support, to the Health, Safety & Wellbeing Team (HSW).

To take a lead on developing and maintaining a range of systems to support the HSW Team in their service delivery.

Accountable to:

The role is accountable to the Health, Safety & Wellbeing Specialist. The role sits within the Health, Safety & Wellbeing Team, part of HR Services within the Corporate Services Directorate in West Northamptonshire Council.

Responsibilities:

1. To update and develop communication and information for areas of the HSW intranet site and other ICT systems.
2. To develop and support systems, extract data and support the HSW team to produce management information.
3. To support with forward planning and coordination of information to ensure that key strategic work is produced in a timely manner.
4. To undertake ordering, invoicing and procurement processes, to administer service level agreements (SLA's) with HSW service users.
5. To monitor and account for income from SLA's.
6. To provide administrative support to the Council's Health, Safety and Wellbeing Governance Group.
7. To develop and support the regular team and management meetings for the service area including action planning, monitoring. Support with responses to team inbox and maintaining the team action tracker.
8. To support the team in administration and resources for presentations and training events.
9. To review and manage the team's general administration, to arrange one-to-ones and team meetings and to support the Health, Safety & Wellbeing Specialist.
10. To support communications via corporate channels, intranet and briefings to ensure that managers and customers are aware of HSW and the services it delivers.
11. Ensure data protection and confidentiality standards are met in relation to all information processed within the team and manage the efficient storage of data and documents
12. To maximise personal productivity, minimise duplication and errors; and manage our information efficiently and securely to reduce risk, through effective use of Office 365 and our internal IT systems and applications.
13. Actively challenge and seek to eliminate any directly or indirectly discriminatory practice or behaviours.
14. Demonstrate awareness and understanding of other people's behavioural, physical, social and welfare needs and ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

Person specification:

The requirements for the role are outlined below and will be part of the selection process. Each of the criteria listed below will be measured by:

(A) Application Form, (T) Test, (I) Interview, (P) Presentation, (D) Documentation.

Minimum levels of knowledge, skills experience and qualifications required for this job.

Skills and abilities:	Essential / Desirable	Measured by
Well-developed communication skills and the ability to deal with customers and colleagues at all levels	Essential	A, I,
Organisational skills, ability to absorb new information quickly, manage time and prioritise effectively, including management of own workload.	Essential	A, I
Ability to interpret information and data and translate it for the customer either verbally or in writing.	Essential	A, I
This is applicable to all roles in WNC that are required to use IT equipment: Demonstrate effective use of Office 365 (incl. Teams, OneDrive, etc.) or willingness to undertake training during the probation period.	Essential	A, I

Knowledge:	Essential / Desirable	Measured by
Knowledge of invoicing and procurement processes.	Essential	A, I
Knowledge of Health, Safety and Wellbeing policies and procedures.	Essential	A, I

Relevant experience:	Essential / Desirable	Measured by
Experience of providing support in a hybrid, team environment.	Essential	A, I,
Experience of working on projects, supporting project plans and following up on actions.	Essential	A, I,
Experience of producing management information and reports	Essential	A, I,

Education, training and work qualifications:	Essential / Desirable	Measured by
Good general education with minimum GCSE grade 4 or equivalent	Essential	A, I,
General education to 'A' level or degree standard, or equivalent, in a relevant field.	Desirable	A, I
IT or business administration qualification	Desirable	A, I

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.

Day-to-day in the role:

Hours:	37 Hours	Primary work base:	One Angel Square
Job family band:	To be confirmed	Worker type:	Part-flexible worker
Salary range:	£28,016 - £29,513 p.a.	Budget responsibility:	N/A
People management responsibility:	N/A		

Working conditions & how we work:

We are open to discussions about flexible working.

This role has been identified as a part-flexible worker type, this means that you will be able to work from other work locations and when not working from an office you will be working remotely for up to 3 days a week (including from home).

Our organisational values and behaviours

Everything we want to achieve for West Northants depends on having the right people in place and doing the right things and we want all colleagues to THRIVE, both personally and professionally. Our values and our behaviours framework underpin how we work and what partners and customers can expect from us. We want to do our very best for our residents, service users and businesses and for our staff – we want everyone to THRIVE.

T Trust	We are honest, fair, transparent and accountable. We can be trusted to do what we say we will.
H High Performing	we get the basics right and what we do, we do well. We manage our business efficiently.
R Respect	we respect each other and our customers in a diverse, professional and supportive environment.
I Innovate	we encourage curiosity, we are creative and seize opportunities to grow individually as an organisation and as an area.
V Value	We continually strive for best practice and ways of improving existing procedures, practices and systems and thereby promoting efficiency and cost effectiveness
E Empower	we believe in people, will listen, learn and trust them to make decisions. We help people to realise their ambitions.

“Valuing colleagues as individuals and encompassing our different perspectives to deliver our collective ambitions. One West inclusive culture”

When potential is unlocked, talent *thrives*

Choose a career that offers you a true sense of achievement, fills you with pride and challenges you in a positive way, everyday.

The benefits of a career at WNC include:

- **People** are at the centre of everything we do. Without our people, we wouldn't be able to deliver services to the people in our community.
- **Ambition** runs through everything we do at West Northants Council, we nurture and develop our people's ambition and willingness to succeed, to continually improve the service we provide to the community.
- **Care** is at the heart of West Northants Council, we care in so many ways; seen and unseen, helping our colleagues and community to thrive.
- **Flexibility** is key, we know work-life balance is critical to wellbeing, so we work hard to make sure our benefits package promotes and improves wellbeing; from annual leave, sick pay, family leave and flexible working, financial security offered by a local government pension scheme and life assurance, and discount schemes which make a difference to your day-to-day life, through to employee helplines offering free legal, health, financial and wellbeing advice and support.

We want you to have balance and be happy.

