BO Advert Oct25

**About the Role**

Our Business Officer role is an important one, providing high quality business support to our community social care teams and the people that use our services. We invest in our Business Officers from the moment they join us. This includes sector-leading pay, benefits and training, and a career where you will make a difference every day.

We need, a permanent Business Officer to answer calls, update our recording systems, minute essential meetings – and more!  Successful candidates will be part of a highly motivated team, working closely with a range of social care professionals, making sure we always deliver the best outcomes for the residents of Cambridgeshire.  Candidates will need to be comfortable with a flexible approach to tasks and be proactive in solving problems and engage positively with internal and external colleagues, partners, and providers.

We adopt a hybrid and flexible approach to work so, once trained, you will be able to work some of your days from an appropriate office location and home environment. Your office base will be determined on appointment but may include offices in Cambridge, March or Huntingdon.

The closing date is 2/11/2025. Interviews will be held face-to-face at New Shire Hall, Alconbury Weald, Huntingdon PE28 4YE, week commencing 10/11/2025.

If you would like further information or would like to chat about this opportunity, please contact: Nadine Smith 01480 373595 or Claire Carse 0743 575 3339.

**What you will be doing**

As a Business Officer, you will be at the heart of our operations, working closely with the other team members to drive efficiency, improve processes, and enhance service delivery.

Our Business Officers provide essential administrative support across Adults Social Care working as part of dynamic and customer focused teams. You will never be bored in this varied role.

You will deal with calls from members of the public as well as internal queries, record service user details, support onboarding of new team members and much more! For all aspects of the role full training and support is given.

Check out the job description/person specification for some more details.

**About You**

The successful candidate must:

* Have excellent knowledge of Windows and Microsoft packages (including Word, Excel, Outlook, PowerPoint, Teams, and SharePoint) and able to pick up new IT systems effectively.
* Be excellent communicators both spoken and written.
* Work effectively with colleagues as part of a team and have a willingness to learn and progress with a can-do attitude.
* Be able to demonstrate they can work using their own initiative.
* Be empathetic and caring with the ability to remain emotionally resilient.
* Have proven experience and understanding of working with GDPR regulations
* Be enthusiastic about providing high quality customer service.
* Be able to travel and work within Cambridgeshire County Council Offices.

If this sounds like you, please demonstrate how you meet all the essential criteria of the person specification in your personal statement.