

EPPING FOREST DISTRICT COUNCIL JOB DESCRIPTION

JOB TITLE:	Business Process Support Officer	POST NO:	RAD20
DIRECTORATE	Resources	SECTION:	Business Process
GRADE:	Grade 2	CAR ALLOWANCE:	Occasional
		POLICE CHECK:	No

PURPOSE OF THE JOB:

To provide a corporate scanning and indexing service for the Council. Undertake administration and routine word processing tasks.

DIRECTLY RESPONSIBLE TO: Business Process Coordinator

DIRECTLY RESPONSIBLE FOR: None.

LIMITS OF AUTHORITY: See attached sheet.

MAIN DUTIES AND RESPONSIBILITIES:

(a) Service responsibilities

1. To assist the Business Process Officers in clerical and word processing tasks as required.

(b) Corporate responsibilities:

1. Carry out tasks on a 'float' basis across the Council, scanning and indexing, administration and routine word processing.

2. To use various IT systems i.e. Information@Work, Microsoft Office on a regular basis.

3. To observe all of the requirements of Safeguarding and to report any potential concerns in accordance with the Council's Safeguarding Policy.

(c) Management Responsibilities: None

(d) Responsibilities for Health and Safety:

Epping Forest District Council is committed to the provision of high quality health and safe standards. In order to achieve this all staff employed by the Council have the following specific responsibilities, which are consistent with the requirements of the Health and Safety at Work Act 1974:

- To take reasonable care for the health and safety of yourself and of other persons who may be affected by what you do or fail to do
- To co-operate with Epping Forest District Council in order to enable statutory requirements to be implemented
- Not to intentionally interfere with or misuse anything provided in the interests of health and safety

(e) Responsibilities for Finance: None

POLITICALLY RESTRICTED POST: No

REHABILITATION OF OFFENDERS ACT 1974: Exempt

Signed: _____ Date: _____
(Director)

Signed: _____ Date: _____
(Post Holder)

Signed: _____ Date: _____
(JE Panel)

PERSON SPECIFICATION

POST TITLE: Business Process Support Officer

POST NO: RAD20

		ESSENTIAL	DESIRABLE	ASSESSMENT METHOD (AF/I/ST/P)
1.	Education, Training and Knowledge			
(a)	Educated to GCSE, NVQ Level 2 or above or equivalent in English Language.		D	AF
(b)	Must be willing to undergo training if deemed necessary.	E		I
(c)	Ability to use a range of IT Systems such as Microsoft Office including Word and Excel. Use of Information@Work.	E	D	AF/I AF/I
(d)	Word processing using Microsoft Office. Familiar with scanning equipment. Familiar with Information@Work.	E	D D	AF/I AF/I AF/I
2.	Experience			
(a)	To be able to demonstrate experience of Microsoft Office. To be able to demonstrate experience of scanning and indexing using Information@Work. To be able to demonstrate high levels of accuracy for scanning and indexing and word processing tasks. To be able to demonstrate a methodical and organised approach to the workload when dealing with paperwork from the directorates.	E E E	D	AF/I AF/I AF/I/ST AF/I
3.	What skills are required on appointment in order to carry out the job?			
(a)	<u>Oral Communication</u> To be able to communicate to colleagues as necessary to complete tasks.	E		AF/I
(b)	<u>Written Communication</u> Ability to write clearly in easily understood terms.	E		AF/I

		ESSENTIAL	DESIRABLE	ASSESSMENT METHOD (AF/I/ST/P)
(c)	<u>IT Skills</u> Excellent Microsoft Office skills and use of Information@Work.	E		AF/I
(d)	<u>Physical Skills</u> Ability to spend long lengths of time undertaking scanning and indexing and word processing work.	E		AF/I
(e)	<u>General Skills</u> Must be able to work as team player.	E		AF/I
4.	Expected Values and Behaviours			
(a)	<u>Trust</u> Must be able to handle sensitive and confidential information.	E		AF/I
(b)	<u>One Team</u> Must be able to work well within a team environment.	E		AF/I
(c)	<u>Performance</u> Able to demonstrate ability to work to a high standard.	E		AF/I
(d)	<u>Innovation</u> Able to be demonstrate new ways of organising work if deemed effective.	E		AF/I
(e)	<u>Customer</u> Able to demonstrate an ability to put the customer first and to provide services which suit their needs.	E		AF/I
5.	What are the physical demands required to carry out the job?			
	Ability to sit for long periods for scanning and indexing.	E		AF/I
6.	Other Requirements			
	A satisfactory attendance record in accordance with the Council's Managing Absence policy, taking account of your individual circumstances.	E		AF/I

Signed: _____
(Director)

Date: _____

**EPPING FOREST DISTRICT COUNCIL
LIMITS OF AUTHORITY**

Post No: RAD20	Post Title: Business Process Support Officer
Authority:	Comments:
<p>Spending Control Officer</p> <p>For budgets and expenditure codes attaching to the post as set out in the Council's budget document and subject to direction by the Director.</p>	N/A
<p>Authorised Signatory</p> <p>As set out in the schedule maintained by the Head of finance and updated from time to time by the Director.</p>	N/A
<p>Financial Regulations</p> <p>As required by Directors or as directed by the Council.</p>	N/A
<p>Delegated Authorities</p> <p>As determined by the Director in accordance with the schedule of delegated authorities in the Council's Constitution.</p>	N/A
<p>Statutory Authorities</p> <p>As determined by the Director and approved by Council specifically or as delegated.</p>	N/A
<p>Signing of Correspondence</p> <p>As determined by the Director in any relevant category of correspondence.</p>	N/A
<p>Supervisory/Managerial</p> <p>As determined by the Director of Service.</p>	N/A