

CITY OF BRADFORD METROPOLITAN DISTRICT COUNCIL JOB PROFILE

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| DEPARTMENT: Regeneration | SERVICE GROUP: Planning, Transportation & Highways |
| POST TITLE: Business Services Assistant | REPORTS TO: Business Services Manager |
| GRADE: Band 7 | SAP POSITION NUMBER : |

The following information is furnished to help Council staff and those people considering joining the City of Bradford Metropolitan District Council to understand and appreciate the general work content of their post and the role they are to play in the organisation. The duties and responsibilities highlighted in this Job Profile are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis. For posts where employees speak directly to members of the Public the post holder is required to demonstrate their ability to speak fluently in English.

As a candidate you will be expected to demonstrate your ability to meet the special knowledge, experience and qualifications required for the role by providing evidence in the application form for the purpose of shortlisting. Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column of this section.

The employee competencies are the minimum standard of behaviour expected by the Council of all its employees and the management competencies outlined are those relevant for a post operating at this level within our organisation.

Both sets of competencies will be used at interview stage and will not be used for short listing purposes.

Key Purpose of Post: Max 3 sentences

- To assist in the provision of financial support and management for a specified function or functions of the Planning, Transportation & Highways Service
- To support senior managers within the Planning, Transportation & Highways Service with the preparation of financial and performance management information
- To be the initial point of contact between the Business Services Team and internal/external customers including Council Officers at all levels, other public sector organisations and members of the public.

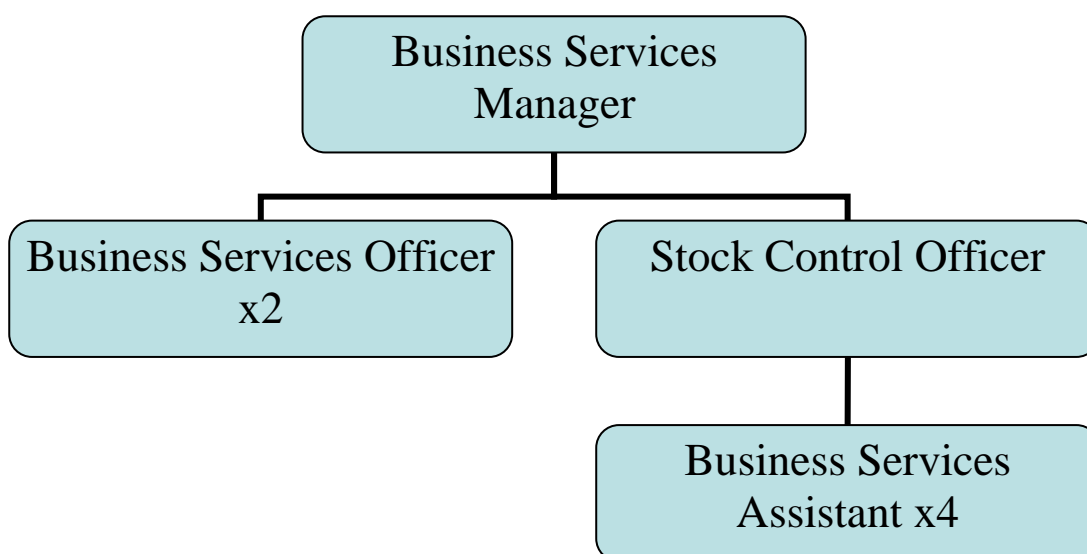
Main Responsibilities of Post: Max 15 Bullet points

To provide a wide range of administrative

1. Act as an initial point of contact for the Business Services Team dealing with day-to-day queries from the public, internal and external customers including staff from across the Council at all levels, other public sector organisations and external agencies providing effective and efficient responses to queries related to the financial administration of the functions of the Planning, Transportation & Highways Service.
2. Record and maintain the Insight system for the Transportation and Highways Service. Assign jobs to Highway teams ensuring accurate interpretation of requests and allocate orders to these teams to ensure highway maintenance issues are carried out within the accepted guidelines.
3. Create and arrange the approval of purchase requisitions on behalf of all areas of Planning, Transportation & Highways to enable the procurement of goods, services or works. Ensure that all requisition requests are processed efficiently, effectively and according to set policies and procedures, amending them if necessary.
4. To create and maintain individual spreadsheets of orders placed, received and invoices paid, linking goods/services to suppliers, matching each on the Invoice Management System (IMS) and monitoring of cost centres.
5. To assist in the development of systems and procedures which act as a source of both accurate and efficient order processing, in order to produce updated spread sheets of financial information and expenditure, whilst adhering to Council regulations.
6. To request new suppliers be added to the Electronic Purchasing System where no suitable supplier exists.
7. To identify improvements to processes and to work with staff and managers to put these in place, working within the Council's commissioning and procurement framework.
8. To ensure purchase orders are goods receipted as quickly as possible, in order to facilitate the timely payment of invoices, raising credit notes where required, accurately updating the SAP system.
9. Work closely with Corporate Procurement team to ensure efficient systems are in place for the sharing of information in relation to requisitions, purchase orders, suppliers, invoices and payments, liaising effectively with all involved parties to resolve queries.
10. Ensure effective liaison with other sections/departments/Managers to verify specific information and/or seek authorisation for action. Question/challenge purchase requests, invoice details and contract details with Managers and other staff to verify/gather information prior to processing purchase requisitions or paying invoices, resolving any process compliance issues.

11. Provide advice and guidance on relevant procurement matters and resolve often complex complaints/queries either by telephone, email or face to face.
12. Raising of debtor invoices and processing of journals to ensure prompt recovery of S
13. To ensure compliance, offering advice when required in regards to contract standing orders, ensuring that the Contracts & Grants register, Exception to Tender and IR35 forms are completed where applicable.
14. Participate in any specialist groups, contribute to the resolution of issues and assist in the development of new procedures to address specific issues or operational methods, participating in training programmes as required, maintaining personal and professional development in order to meet the changing needs of the post, whilst instructing/training new staff.
15. To ensure the one-time master record is used in exceptional circumstances only. Working with Commissioning and Procurement to help reduce the spend against the one-time account.

Structure:



Special Knowledge Requirement. Will be used for shortlisting. Max 10

| | Essential |
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| Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column. | |
| Due to the Governments Fluency in English Duty for posts where employees speak directly to members of the public the post holder is required to meet either the Advanced threshold level– where the person is able to demonstrate that they can during the interview: a) Can express themselves fluently and spontaneously, almost | X |

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| effortlessly b) Only the requirement to explain difficult concepts simply hinders a natural smooth flow of language. | |
| Uses knowledge of Health, Safety and Environmental policies, procedures and regulations including risks in own area of work | X |
| Uses a range of complex IT packages relating to area of work | X |
| Ability to adopt a process of continual improvement and suggest ways of working more efficient and effectively to improve service delivery. | X |
| Knows and understands how to use, interpret, handle and communicate complex information | X |
| With accuracy and attention to detail, implement, maintain and manage accurate information retention systems, both manual and computerised | X |
| Carries out a variety of working practices, applies complex regulations, rules, procedures and processes across a technical/specialist area | X |
| Work accurately, paying attention to detail in relation to orders placed & goods receipted to ensure correct & timely payment of invoices | X |
| Knowledge of procurement processes | X |
| Knowledge and use of spread sheets and systems e.g. SAP, IMS | X |
| Relevant experience requirement: Will be used for shortlisting | |
| The applicant is required to provide evidence of having previously spoken fluently to members of the public in order to meet either the Lower threshold or Advanced threshold level outlined under Special Knowledge above. | |
| Experience of working within an office environment / undertaking financial or administrative work including provision of financial or management information via electronic systems | |
| Knowledge of financial processes, purchasing of goods and services and use of SAP system would be advantageous. | |
| Relevant professional qualifications requirement: Will be used for shortlisting | |
| 3 GCSE (grades A-C) to include Maths and English or equivalent | |
| Core Employee competencies to be used at the interview stage. | |
| Carries Out Performance Management | |
| Covers the employee's capacity to manage their workload and carry out a number of specific tasks accurately and to a high standard. | |
| Communicates Effectively | |
| Covers a range of spoken and written communication skills required as a regular feature of the job. It includes exchanging information/building relationships; giving advice and guidance; counselling, negotiating and persuading and handling private, confidential and sensitive information. | |
| Carries Out Effective Decision Making | |
| Covers a range of thinking skills required for taking initiative and independent actions within the scope of the job. It includes planning and organising, self effectiveness and any requirements to quality check work. | |
| Undertakes Structured Problem Solving Activity | |
| Covers a range of analytical skills required for gathering, collating and analysing the facts | |

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| needed to solve problems. It includes creative and critical thinking; developing practical solutions; applying problem solving strategies and managing interpersonal relationships. | | |
| Operates with Dignity and Respect | | |
| Covers promoting equality, treating all people fairly and with dignity and respect, maintains impartiality/fairness with all people, is aware of the barriers people face. | | |
| Working Conditions: This post is a classed as a 'Mobile and Flexible Worker' position for which a Mobile and Flexible Working Agreement will be mandated. The post holder may be required to work from a number of operational bases within the Bradford District | | |
| Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act 2010 in relation to Disability Provisions. | | |
| Special Conditions: | | |
| You will be informed if there is a requirement for the post to have recruitment checks such as DBS, Warner Process. | | |
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| Compiled by: Michael Ferguson Date: 11th May 2023 | Grade Assessment Date: 7th June 2023 | Post Grade: Band 7 |