



Role Profile

CO-ORDINATOR (BUSINESS SUPPORT)			
Reference No.	I352.01	Type	Individual
Service	Fife Resource Solutions LLP		
Job Family	Admin & Clerical 5	Grade	FC5

Purpose
Provide a customer-oriented approach with the emphasis on excellent customer care and a service, which is responsive to customer needs.
Provide comprehensive professional support within the LLP, to Fife Council and to customers to a high quality standard.
Co-ordination of financial management, administration and recruitment support to the LLP.

Task or Responsibility - for this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - criteria can apply to more than one task or responsibility.	E	D
Assisting the Team Manager (Business Support) in the consistent application of the LLP's Financial Regulations, policies, practices and standards.	<p>Educated to SCQF level 7, which includes HNC or Advanced Highers, ideally an HNC in Business Studies or equivalent</p> <p>Relevant experience in Business/Financial Support</p> <p>Experience of interpretation and application of policies and procedures</p> <p>Communication skills</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	

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Co-ordinating the financial transactions and systems across the LLP in accordance with the LLP's Financial Regulations and Scheme of Delegation, including the ordering and receipting of goods and services and payment of invoices and preparation of journals.	Provide regular and effective service Experience of working with a large and diverse customer and supplier base Knowledge of financial management systems Customer service skills (Focus on customers - see 'How We Work Matters' Framework)	✓ ✓ ✓	✓
Assisting the Team Manager (Business Support) in developing, implementing and reviewing of standardised financial and administration pro-formas, reports, manuals, processes and procedures.	IT skills incorporating Microsoft Office (Embrace technology and information)	✓	
Assisting the Team Manager (Business Support) developing, monitoring and applying systems to ensure the following: <ul style="list-style-type: none"> • that charges for works and services provide by FRS/RES are properly accounted for and invoiced; and • that payments to contractors and suppliers are correctly made. 	Prioritisation skills Experience of responding positively under pressure (Deliver results) Experience of maintaining confidentiality Numeracy skills	✓ ✓ ✓ ✓	
Assisting the Team Manager (Business Support) to provide functional, performance and financial monitoring information to the Chief Operating Officer and Service Managers, as required.			
Assisting the Team Manager (Business Support) to provide information to senior officers for the preparation of budgetary estimates, income/spend profiles and plans.	Research skills Knowledge of budgets	✓ ✓	
Participating in the application of LLP audits to identify areas for improvement in relation financial management, administration and recruitment.	Knowledge of auditing principles Experience of participation in audits		✓ ✓

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Co-ordinating the recruitment of new employees to the LLP, in accordance with the LLP's policies and procedures, including placing of advertisement, issuing Job Application Packs and reference letters, producing appointment letters, processing New Start documents and ensuring all pre-employment checks are carried out prior to candidates being appointed and, where necessary, refer to the Occupational Health Provider for further health questionnaire.	Experience of dealing with sensitive and personal issues on a private and confidential basis Knowledge of Fife Council Recruitment policies and procedures Experience of working HR, recruitment, data protection, and information and record management Provide guidance and assistance to those who are recruiting (Work together) Organisational skills Knowledge of supplier payment systems	✓ ✓ ✓ ✓ ✓	✓
Co-ordinating the payroll/HR system, including overtime, public holiday working, expenses and any other aspects relating to employees' wages. This also involves delivering training to members of staff on how to use the self-service functions regarding leave and sickness absences.	Knowledge of payroll/HR system Team working skills Presentation skills	✓ ✓ ✓	
Developing, maintaining and reviewing appropriate record systems for recruitment and for wider HR issues affecting the LLP.	Experience in the development and maintenance of information and record management systems, document control in relation to sensitive information	✓	
Developing, maintaining and reviewing of company retention schedule and records of destruction.	Initiative taking skills (Take ownership)	✓	
Providing support to management for the taking of minutes and notes from meetings, disciplinary investigations and hearings and attendance management meetings.	Minute taking skills Literacy skills Knowledge of Fife Council Disciplinary and Attendance Management policies and procedures	✓ ✓	✓

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Assisting the Team Manager (Business Support) in the administration of complaints and requests under FOI and EIR in relation to the LLP's activities.	Knowledge of the LLP's obligations in relation to FOI and EIR requests		✓
	Knowledge of data protection and subject access		✓
Undertaking a range of administrative tasks, including the maintenance/control of personal files, document/file/information storage systems and project work, providing reports and completing relevant documents.	Knowledge of document control and record management systems	✓	
	Knowledge of range of business systems	✓	
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

Additional Tasks or Responsibilities - this is a generic role, however, this particular job may also require you to undertake the following:			
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Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check Required				
Type of Protection of Vulnerable Groups (PVG) or other Disclosure check (choose only one).	PVG Children <input type="checkbox"/>	PVG Protected Adults <input type="checkbox"/>	PVG Both <input type="checkbox"/>	None <input checked="" type="checkbox"/>
	Basic Disclosure <input type="checkbox"/>	Standard Disclosure <input type="checkbox"/>	Enhanced Disclosure <input type="checkbox"/>	

E = Essential Criteria D = Desirable Criteria

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Additional Information - the following information is available:

- Skills Framework (if applicable)
- How We Work Matters

Expected Behaviours - it is essential that you display the following behaviours, as they are expected of all our employees:

- Take Ownership
- Focus on Customers
- Work Together
- Embrace Technology & Information
- Deliver Results