



Business Support Co-ordinator Business Support Team

Permanent, 37 hours per week (*part time hours could be considered*)
Scale SO1, Salary £26,470 - £28,221 (*pay award pending in April 2019*)

Who we are... Rutland County Council is the smallest Unitary Authority in England, but just because we are a small team does not mean we cannot make a big difference, *multum-in parvo* is our motto! Rutland offers fantastic opportunities to make a real difference to the lives of residents in our local community – we really are one of the best places to live, learn, work, play and visit. This is your chance to become part of an amazing team, delivering great services throughout the county.

Who you are... a strong administrator and confident team leader, you will know how to effectively manage priorities across a team to ensure a high quality service is delivered at all times. You like to get stuck in and are not afraid to challenge constructively in order to manage deadlines and workloads, whilst being mindful of the pressures on the service areas you support. Able to lead from the front, you will be a role model for your team, providing specialist advice and guidance.

What we need from you... with previous experience in a similar business support role, you will be able to build strong relationships with senior managers to ensure expectations of the service are agreed and met. Strong IT skills are a must, as are good communication and interpersonal skills to manage a demanding workload. Able to work on your own initiative, you will be able to pre-empt issues and opportunities and address these proactively to stay one step ahead.

What we offer in return... Work that makes a difference to people's lives within this beautiful county, in addition to structured salary reviews, local government pension scheme, discounted access to 'Active Rutland' keep fit activities and Flexi-Time to name just a few!

We act as 'One Council' in all we do, with each of us working together in the most effective way to meet the needs of our customers every day – if you share this ethos then we really want to hear from you...

What to do now... Please visit www.rutland.gov.uk for more information. For an informal discussion about the role please contact Sue Bingham on 01572 758165 or email: sbingham@rutland.gov.uk.

The closing date for applications will be Monday 25th March 2019 and interviews will take place on Thursday 4th April 2019.

All recruitment correspondence, including interview details, will be sent out via email. If you require documentation/correspondence in an alternative format, please contact the HR team.

Rutland County Council is committed to Equality and Diversity and welcomes applications from all sections of the community.

Everyone at Rutland County Council has a responsibility for, and is committed to, safeguarding and promoting the welfare of Children, Young People and Vulnerable Adults and for ensuring that they are protected from harm.

