JOB DESCRIPTION

Job Title	Senior Business Unit Officer	
Service	Children, Families and Education	
Reporting to		
Grade	11	
Evaluation ref:	AU0755	**Job Family ref:**

Role Purpose

To provide high-level business, governance and project support to the Safeguarding and Strategic Children's Partnership (SSCP), ensuring the effective administration, coordination and delivery of multi-agency meetings, projects and initiatives. The role supports the SSCP Business Manager by managing complex governance arrangements, maintaining robust systems and records, and leading on defined projects to ensure statutory responsibilities, partnership objectives and agreed outcomes are delivered effectively, efficiently and in line with best practice.

Accountabilities

Administer a range of meetings including SSCP subgroups, SSCP Executive, e.g. set dates and issue invitations, arrange pre-meetings with relevant individuals, agree agendas, prepare reports and where, appropriate, circulate papers before the meeting and provide guidance for the Chair on the agenda items.

Work with and directly support the SSCP Business Manager.

Attend the meetings, take minutes, and prepare final minutes and action logs.

Action the outcomes from meetings, e.g. manage action logs, organise and maintain database systems/recording systems.

Maintain and support governance procedures and systems, e.g. terms of reference/constitution for the meetings supported, prepare guidance notes, report templates, training material, provide support for senior managers/directors and meeting attendees.

Support SSCP website.

Maintain and support systems for multi-agency meetings, i.e. external SharePoint sites.

Lead on specific projects and initiatives as required by the SSCP. These actions and subsequent projects will be identified from the meetings and will be initiated and directed by the SSCP Business Manager.

Support all aspects of the successful delivery of projects or other time-specific work assignments to defined time, cost, and quality, e.g. project planning, change planning and management, resource planning, communications planning, stakeholder engagement, proactive risk analysis, management and resolution and benefits realisation.

Communicate and negotiate with senior managers on behalf of the SSCP Business Manager to ensure information/responses as required and challenge and monitor outcomes and results.

Interpret and apply the best practice obtained from the project research from local, national, education and international sources.

Build and maintain effective working relationships with internal, external partners, suppliers and stakeholders as required.

Understand, uphold and promote the aims of the council's equality, diversity and inclusion policies; health, safety and wellbeing of self and others; and Organisational values in everything you do. Equality and Diversity practice covers both interaction with staff, service users and communities and includes challenging discrimination and promoting equality of opportunity for all.

Knowledge / Experience / Skills		
	Essential	Desirable
Knowledge		
Sound knowledge of governance, committee and partnership working within a complex organisational or public sector environment.	X	
Understanding of confidentiality, data protection and information governance requirements when handling sensitive information.	X	
Knowledge of project and programme support principles, including planning, monitoring and reporting.	X	
Knowledge of statutory safeguarding or multi-agency partnership arrangements.		X
Understanding of local authority or public sector decision-making processes.		X
Experience		
Substantial experience of providing high-level business, administrative and governance support within a complex organisation.	X	
Experience of servicing formal meetings, including preparing agendas and papers, recording accurate minutes, tracking actions and maintaining records.	X	

Experience of coordinating work across multiple stakeholders, managing competing priorities and meeting deadlines.	X	
Experience of maintaining accurate systems, databases and document management arrangements.	X	
Experience of supporting partnership boards, strategic groups or multi-agency forums.		X
Experience of supporting or coordinating projects or workstreams, including monitoring progress and reporting outcomes.		X
Qualifications / Registrations / Certifications		
Educated to GCSE level (or equivalent), including English and Maths, or equivalent relevant experience.	X	
Relevant business administration, governance or project support qualification.		X
Skills		
Excellent organisational and planning skills, with the ability to manage complex workloads and prioritise effectively.	X	
Strong written and verbal communication skills, including the ability to produce clear, accurate and professional documentation.	X	
Ability to work confidently with a wide range of stakeholders and maintain effective working relationships.	X	
High level of accuracy and attention to detail, particularly when handling sensitive or confidential information.	X	
Proficient IT skills, including the effective use of Microsoft Office applications and business systems.	X	
Ability to work with minimal supervision, showing initiative and sound judgement within agreed parameters.	X	
Ability to analyse information and present it clearly for a range of audiences.		X
Experience of contributing to service improvement or process development.		X

Working Conditions

Dimensions of the role

Working Arrangements
Somerset Council's Dynamic Working Strategy will be applied to this position.

Corporate Accountabilities
Understand, uphold, and promote the aims of the council's equality, diversity, and inclusion policies; health, safety and wellbeing of self and others; and Organisational values in everything you do. Equality and Diversity practice covers both interaction with staff, service users and communities and includes challenging discrimination and promoting equality of opportunity for all.

Date: