

**Designation:** Temporary Business Support Assistant (Community Infrastructure Levy)

**Grade:** Stroud Grade 2

**Hours:** Between 5 and 15 hours per week, dependent on availability

**Location:** Ebley Mill

**Job Purpose:** To provide administrative support to the CIL team who are responsible for collecting and monitoring developer contributions.

**Responsible to:** Policy Implementation Manager

**Responsible for:** N/A

## KEY DUTIES

- To assist with the transfer of planning agreement data from spreadsheet records into a specialist database (Exacom)
- To assist with uploading email correspondence into the Exacom database
- To assist with searching planning records for essential information that is needed to complete database records.
- To assist with cross-checking of records to ensure correct monitoring data is held and is compliant with procedures.
- To contact partner organisations and assist with the collection of new monitoring data.
- To keep up to date records on various spreadsheets, using Uniform, Idox and Exacom to collate accurate information which can be used for future reporting
- General administrative assistance as required by the team.

## SKILLS AND KNOWLEDGE

- Hold a relevant vocational qualification, as, at level 2 or above or equivalent.
- Appropriate experience of business administration, IT systems, including: MS Office and Uniform
- Good communication skills
- Good customer service skills

## COMPLEXITY AND CREATIVITY

- Ability to see and understand the complex needs of the business and ensure that administration process work effectively to support it and the achievement of its goals.

## JUDGEMENT AND DECISIONS

- The job is a key post in supporting the Community Infrastructure team's workload. Working within agreed policies, procedures and working standards is required, as is the ability to work with a high degree of accuracy.

## CONTACTS

- Staff
- Partner agencies
- Members of the public
- Members of the Council

## RESOURCES

Little or no responsibility for physical or financial resources

## TRAVEL DESIGNATION

None

## GENERAL

- To ensure that at all times service delivery informs, reflects and supports the Council's prevailing aims and objectives.
- To work with colleagues across the organisation as required in support of organisational goals.
- To promote the Council's overall commitment to equality of opportunity/Diversity at all times and work within the requirements of the Council's Equality Scheme.
- To undertake all training and development initiatives as required.
- To work within Health and Safety guidelines in accordance with the Health and Safety at work Act.
- To work within the requirements of the Council's Environmental Policy and Management System.
- To undertake any appropriate duties required to meet the Council's obligations under the Civil Contingencies Act.

*This job description is a reflection of the present position and is subject to review and alteration in detail and emphasis in the light of future changes or developments.*