

**Job Description**

**Job Title:** Business Support Assistant (Youth Offending Service)

**Salary Grade:** Grade 2

**SCP:** 15 - 17

**Job Family:** Business Support

**Job Ref No:**

**Work Environment:** Office Based/Agile

**Reports to:** Youth Offending Team Manager

**Number of Reports:** N/A

**Purpose:**

To provide Business Support in a statutory service in line with national standards where additional technical knowledge is required, in accordance with developed systems, statutory procedures, legislation, corporate standard and policies.

Some transactional functions will be required, for example dealing with petty cash, processing invoices or inputting financial data for service areas.

To attend meetings in order to produce accurate minutes. If required, liaise with the chair to amend the minutes accordingly.

May be required to work in a variety of locations covering similar functions within the Early Help Service.

**Key Responsibilities:**

* Categorise and organise activities in line with the priorities provided by the Youth Offending Team Manager or Targeted Youth Services Manager.
* Carry out a range of technical, clerical, financial or transactional functions accurately to support the successful operation of the team or service.
* Ensure accuracy of data including liaison with a range of Criminal Justice agencies to check sentencing decisions and outcomes.
* Ensure personal compliance with all regulatory and policy guidelines.
* Provide detailed, relevant and accurate information and support to customers and employees to inform decision making and support the efficient running of the service.
* Escalate complex issues to the appropriate manager within the service.
* Create and amend data including financial information, records and reports using automated software or standard templates to meet data management and service monitoring requirements.
* Attend meetings in order to produce accurate minutes. Liaise with the chair to amend the minutes accordingly.
* Reception duties including some early evening cover for statutory meetings.
* Maintain and submit national data sets for partner agencies.
* May be required to work in a variety of locations covering different function as required by the Early Help Service.