

## BUSINESS SUPPORT ASSISTANT

<b>Job Title</b>	<b>Business Support Assistant</b>
<b>Business Unit / Group Function</b>	Central Services
<b>BU Team / Sub-Function</b>	Business Support
<b>Location</b>	SBP
<b>Leader</b>	Business Support Manager
<b>People Leadership</b>	No
<b>Job Level</b>	5
<b>Role Purpose</b> As part of the Business Support Team you will play an integral role in providing a high standard of administrative support to senior business leaders and their teams.	
<b>Accountabilities</b> <ul style="list-style-type: none"> <li>• Monitor workflow and manage workload to ensure tasks are completed efficiently, accurately and within deadlines and ensure regular communication with the Business Support Team to ensure appropriate levels of support and cover are available.</li> <li>• Provide support with domestic and international travel arrangements for Senior Leaders, taking into account budgets, T&amp;E policy and individual preferences.</li> <li>• Individually or as part of a team, arrange internal/external events and meetings/conferences including organising all aspects of an event venue selection including hotel and meeting room bookings and catering requirements to deliver outstanding meeting and events experiences.</li> <li>• Raise purchase orders and material requisitions in line with policy and subject to budget availability and approval.</li> <li>• As required, manage the calendar of senior leaders to arrange meetings, accommodate requests and ensure conflicts are resolved</li> <li>• Plan, schedule and organise meetings including supporting with the preparation of agenda items, taking minutes and following up on action items where required.</li> <li>• Collate and maintain any filing, database or document management system as appropriate.</li> <li>• Undertake a range of general administrative support such as copying, printing and ordering stationery, or any other ad-hoc duties as required</li> </ul>	
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