



WEST LANCASHIRE BOROUGH COUNCIL

JOB DESCRIPTION

Directorate:	Housing and Inclusion Services
Service:	Property Services
Section:	Housing Investment
Job Title:	Survey/Business Support Officer
Grade:	Scale 3
Designated Line Manager:	Senior Stock Condition Surveyor
Directly Responsible for:	None
Car Categorisation of Post:	Casual

Purpose of Job:

To provide general administrative support to Asset Management Team.

Core tasks:

1. To help maintain the Councils property attribute database and other information systems.
2. To help maintain the Asset Management Plan
3. Help in the preparation of documents and collating information as necessary.
4. To provide administration support for the Asset Management Team. Including minute taking, telephone enquiries, faxing and any other task which leads to the smooth running of the office.
5. General typing and word processing.
6. Clerical duties, including updating calendars etc.
7. Help with cover in Repairs Support Office when necessary
8. To keep undated records of staff leave and accrual of flexi hours. To keep records of sickness absence.
9. To develop your own skills, knowledge and experience of the software and seek others to benefit from your knowledge.

Customer Care: To meet the Council's Standards of Customer Care at all times.

Core Tasks: To undertake any other duties which may be required within the needs of the service that are commensurate with the grade.

Equal Opportunities: The Council is committed to achieving equality of opportunity both in the delivery of services to the community and its employment arrangements. We expect all employees to understand and promote our policies in their work.

Health & Safety: All employees have a responsibility for their own health & safety and that of others while undertaking their duties. Employees have a general duty to assist the Council in implementing its general statement on health & safety policy.

Legislation: To comply with Data Protection legislation and all other relevant and applicable statutory legislation together with Council policies and procedures

Training & Development: To comply with the Council's policies and practices relating to training and development, including a regular development appraisal.

The above duties and responsibilities do not include or define all tasks, which may be required to be undertaken by the post holder. The duties and responsibilities may vary without changing the general character of the duties or the level of responsibility entailed. These factors are reflected in the grading of the post.

Prepared by:	Frank Lee	Date:	October 2019
Approved by:	J Sinnott-Lacey	Date:	October 2019