

**Role Title: Business Support Officer - OD**

**Salary: Band 6 £26,403**

**Location: Sir Henry Mitchell House, Bradford (Hybrid working arrangements available)**

**Report to: Workforce Planning & Analytics Manager**

## **About Us**

Bradford has created a new Children and Families Trust, which has been commissioned by Bradford Council to deliver a wide range of services for children, families and young people on their behalf. The Trust is accountable for determining how outcomes of these services are achieved and for the day-to-day running of commissioned children's services.

This is an important opportunity to renew our approach to delivering the support that Bradford's children, young people and families in need, by renewing services and creating a new organisation. We are bringing the mindset, dynamism and energy of a start-up together with the national expertise and determination of the Trust's Board, senior leadership and our colleagues' practical experiences of providing children's services in Bradford.

As a new organisation, Bradford Children and Families Trust has established our own purpose, vision, and outcomes for what we aim to achieve.

**Our vision:** For all children and young people in Bradford to be safe and able to realise their full potential.

**Our purpose:** To provide high-quality services with partners that help safeguard, support and promote the welfare of children, young people and families across the Bradford District.

We will achieve this through continuous improvements in our services and positive collaboration with our staff, our partner organisations.

## Job Overview

The OD Business Support Officer is responsible for providing high quality administrative, coordination and operational support to the different organisational development teams, enabling the effective delivery of OD initiatives. The role supports key organisational development activities including establishment management, keeping accurate training records and support culture initiatives. The OD Business Support Officer will manage processes, information and stakeholder engagement, ensuring that activities are well organised, timely and compliant with organisational policies.

## Main Duties and Responsibilities

### General OD and Business Support

- Provide comprehensive administrative and coordination support to the Organisational Development teams to enable the effective delivery of workforce and organisational development priorities.
- Support OD projects and programmes, ensuring actions, documentation and timelines are managed effectively.
- Coordinate meetings, workshops, and engagement activities including scheduling, preparing papers, taking minutes and tracking actions.
- Maintain accurate records, documentation and shared resources in line with information governance and data protection requirements.
- Process orders and financial transactions relating to OD activities.

### Recruitment & Resourcing:

- Provide administrative support to recruitment and selection activities, including advertising vacancies, coordinating shortlisting and interview processes and supporting candidate communications.
- Maintain recruitment records and trackers, ensuring data is accurate, timely and compliant.
- Support the preparation of recruitment related reports and metrics.
- Liaise with hiring managers and HR colleagues to ensure smooth end to end recruitment processes.

## **Learning & Development**

- Support the coordination and administration of learning and development programmes, including booking courses, managing attendance and maintain training records.
- Assist with the administration of our learning management system (LMS) and evaluation process.
- Provide logistical support for inductions, leadership development programmes and organisational learning initiatives.

## **HR Systems & Data:**

- Maintain accurate employee, workforce and organisational data across HR systems.
- Support system administration activities, including data quality checks, user access and routine updates.
- Assist in gathering, cleaning and preparing workforce and organisational data for reporting and analysis.
- Engage with service users to understand their establishment and ensuring that this is accurate on our HR Information System.
- Assist in managing the organisations establishment, including maintaining accurate records of approved posts.
- Ensure compliance with data protection legislation, information governance standards and organisational policies when handling HR data.

## About You

We are looking for applicants who can demonstrate that they meet the following requirements:

### **Experience:**

- Minimum 2-3 years administrative experience in a similar professional services environment.
- Proven experience of maintaining accurate, up-to-date and confidential records.
- Experience of providing administrative and diary management support including scheduling, preparing papers and monitoring follow up actions.
- Ability to demonstrate high levels of accuracy, attention to detail and confidentiality when handling sensitive information.
- Proven experience of prioritising workloads, meeting deadlines and managing competing demands in a fast-paced administrative environment.
- Experience using a range of HR Systems, including recruitment systems and learner management systems, with a willingness to learn and develop further skills.

### **Working Conditions:**

- Must be able to perform all duties and tasks with reasonable adjustments, where appropriate, in accordance with the Equality Act 2010 in relation to Disability Provisions.

### **Special Conditions:**

- You will be informed if there is a requirement for the post to have recruitment checks such as DBS, Warner Process.

## **Safeguarding Responsibilities**

*Bradford Children and Families Trust is committed to safeguarding and promoting the welfare of all children who use our services and as such expects all staff to share this commitment.*

*Successful applicants will be required to complete the relevant safeguarding checks, which can include a DBS check.*

*We are an equal opportunities employer.*