ADDENDUM TO GENERIC: Job specific duties and requirements

Job Title: **Business Support - Public Realm Grade 3**

Job overview: **This role will work within the Public Realm Operational Delivery Team.**

Reports to: **Public Realm – Team Leader**

Responsible for: (if applicable) N/A

Job requirements

Provide business support for the Public Realm Team at Babergh and Mid Suffolk District Council's depots, to ensure that high quality services are provided to the community.

1.	Raise purchase orders, check and process various invoices/bills for payment.
2.	Manage the event and hire of land end to end process. Including carrying out all necessary documentation and legal checks, before passing to the relevant officer for final decision.
3.	Co-ordinate and update routine schedules and documents for all Public Realm schedules, schemes and initiatives. For example: dog and litter, sweeping, grass cutting. Working with operations team to progress digitisation.
4.	Organising and monitoring Service Level Agreements with Town & Parish Councils and external organisations, to include: dog and litter bin, grass cutting, sweeping and play area annual inspections to ensure that the service's income targets are met.
5.	Co-ordinate and manage community volunteering schemes e.g. litter picks and spring clean initiatives. Inclusive of keeping an inventory of equipment, ordering stock as necessary, arranging delivery of equipment and collection of waste generated, keeping a database of current groups and individuals.
6.	Keeping the website continually updated with current information relevant to our service.
7.	Manage Public Realm's PPE and uniform stock and supplies, ensuring in-house stock is regularly replenished. Maintaining and monitoring individual uniform and PPE allocations.
8.	Maintain and monitor an accurate inventory of tools and equipment, including: recording spend, allocation to individuals and checks on any equipment lost or damaged.
9.	Assist the Public Realm Team Leader in preparing the tools and equipment tender, following the annual inventory and audit process.

Person Specification

Provide any details of specific knowledge and skills, personal attributes or experience, which are required for the job. For example, this might knowledge of particular procedures or legislation.

Knowledge and skills	NVQ level 3/A level or equivalent knowledge of general administrative tasks gained through experience. Knowledge of working with spreadsheets and stock control.
Personal attributes	Excellent communication skills Able to use initiative Good team working
Experience	Administrative experience preferably within a local authority and with knowledge of Public Realm services.
DBS disclosure required?	No