

**Job Description**

**Senior Business Systems Officer**

GRADE 10, full time 36.25 hours

**Responsible To: Responsible For:**

Business Systems Manager

**About the job:**

The Senior Business Systems Officer leads the development, optimisation, and support of business systems within Chorley and South Ribble council, ensuring digital solutions are robust and aligned with organisational objectives.

**Role:**

To effectively oversee the planning, configuration and enhancement of the councils line of business systems. Working in partnership with services and our suppliers to identify, design and implement systems and process improvements.

Deliver complex systems projects from inception to completion.

Provide expert technical advice, troubleshooting and system support.

To support the training of staff in relation to business systems, data and information promoting a culture of continuous improvement.

To support the maintenance and development of strategies, documentation and data sets.

To support the use of LLPG and GIS across the organisations.

To support Council meetings which can occur outside of normal working hours.

To work both flexible and in some circumstances follow a rota to support service provision.

To participate in standby arrangements and including evenings and weekends in line with business needs and as required.

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| **Responsibilities:****Team:*** You will work with your colleagues to prioritise team objectives over individual objectives.
* You will support and respect your colleagues at all times**.**
* You will work together to share knowledge and experiences to improve your service.
* You will participate in development activities as required.

**Corporate:*** You will carry out your duties and responsibilities in line with the Health & Safety Policy and associated legislation.
* You will actively engage with customer care, value for money and performance management.
* Your duties will be carried out in line with our equality scheme.
* You will be compliant at all times with GDPR and data protection legislation.
* You will constructively participate in communication and promotional activities.

**Organisational:*** You will be prepared to take on responsibilities and projects that may be outside of your normal work area but are relevant to your role.
* You will support an inclusive culture which provides opportunities for everyone to participate and progress.
* You will support effective relationships across all Directorates, with stakeholders and external partners to ensure the Council’s priorities and objectives are met.
* You will positively promote and represent the Council at all times.
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| **What the successful candidate will have:**

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| **Qualifications*** A relevant qualification or equivalent experience.
* Extensive knowledge and experience of BS7666.
* Evidence of continuing professional development.
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| **Knowledge & Experience** * Experience of system administration and supporting data sets.
* Experience of working with GIS applications and data.
* Knowledge of LLPG and associated protocols, policies and requirements.
* Knowledge of the use of business systems in delivering corporate priorities.
* Knowledge of how council services can be improved by maximising the use of data and technology.
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| **Skills & Abilities*** Ability to communicate effectively at all levels and present information in an understandable way.
* Strong analytical skills and the ability to accurately interpret information.
* Ability to plan and prioritise effectively to achieve key objectives.
* Excellent IT skills.

**You will play a key part in our organisational culture:****A LEARNING FORWARD THINKING ORGANISATION** – Plans and prioritises effectively deciding what to do and what not to do, if unsure ask**RESPECT AND INTEGRITY** – Is visible, approachable, open and honest with colleagues.**PRIDE** – Creates an upbeat, positive culture among colleagues.**TWO COUNCILS, ONE SHARED SERVICE**  – Builds effective relationships outside their immediate team, with win-win relationships for all |

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