BUSINESS SUPPORT OFFICER (EHCNA)

PAY SCALE	**Grade 6**
CONTRACT TYPE	**Permanent**
LOCATION	***Hybrid /*** ***Shropshire Council Head Office in Shrewsbury***
CLOSING DATE	TBC

Our vision is - Shropshire living the best life.

Shropshire Council is a unitary authority which serves the rural county of Shropshire. One of the most important things about working here is the knowledge that you're working to help others and the real sense of achievement and purpose that brings.

The people of Shropshire are rightly proud of their county's assets, its natural beauty, its history, its diverse economy, its vibrant culture.

About the role

The EHCP Team is responsible for delivering the statutory duties relating to special educational needs and/or disability for children and young people aged 0-25 in Shropshire.

Are you organised, able to prioritise and manage a busy workload? We are looking for positive and motivated Business Support Officers to join the Business Support section of the EHCP Team.

This role will mainly be responsible for:

- the administration of statutory education health and care needs assessments ensuring timescales are adhered to.

- checking and preparing new requests and adding to our weekly statutory assessment panel in a timely manner to meet the key performance indicators.

- requesting advice from education, health, social care and other professionals.

About you

- ***Highly organised with excellent attention to detail***
- ***Able to work independently and prioritise workload effectively***
- ***Strong communication and interpersonal skills***
- ***Experience of administrative work in a busy environment***
- ***Confident using IT systems and databases***
- ***A team player with a flexible and positive approach***

Experience of working within SEND or a local authority setting is desirable but not essential.

Benefits

We value our employees and offer staff rewards and plenty of opportunities for personal development, apprenticeships and career progression including:

- Generous annual leave commencing at 28 days increasing with service to 33 days (pro rata for part time). With additional annual leave purchase policy.
- Access to a benefits platform with a wide range of retail discounts and salary sacrifice schemes (cars, bikes, AVCs)
- Employer contribution Pension Scheme Shropshire County Pension Fund
- Supportive carers and parental policies (maternity, paternity, adoption leave, special leave)
- Many opportunities for flexible and agile working, we offer a hybrid model of working to promote flexible working around personal and family commitments.
- Access to counselling and occupational health services
- Staff networks

How to apply

We would love to get to know you more so please give us a call if you would like to discuss this role or our team. You can contact Gemma Breckell, Senior Business Development Officer Gemma.breckell@shropshire.gov.uk or 01743 251875

When you are ready to apply, you will need to complete the online application form detailing what you can bring to the role which is outlined within the job description and how you meet the job requirements within the person specification. We look forward to hearing from you!