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| Business Co-ordinator  Children’s Residential Unit  Job Reference: REQ005298  Service: Children, Families and Safeguarding Service  Section: Children Looked After  Location: Bwthyn y Ddol/Ingleside/Hybrid  Salary: G04 £22,777 - £24,054 per annum  Hours and Basis: 37 hours per week, Permanent  Welsh Language Skills:  The ability to communicate in Welsh is desirable for this post  Manager details for informal discussion regarding the post:  [Nick Appleton, Registered Manager, 01492 574515, [nick.appleton1@conwy.gov.uk](mailto:nick.appleton1@conwy.gov.uk)  Or, Dawn Meek, Service Manager – Business Performance and Finance, 01492 575750, [dawn.meek@conwy.gov.uk](mailto:dawn.meek@conwy.gov.uk) ]  Conwy is committed to equality of opportunity and we welcome applications from all sections of our community. There is an option for disabled people to apply on different formats. Please contact the HR Team on 01492 576129 for further advice.  Candidates must complete our application form to be considered. CVs by themselves will not be accepted. If you have not received an interview invitation within three weeks of the closing date, you must assume that you have not been short listed for interview.  Conwy is committed to safeguarding. Qualifications and references will be verified. |

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| As one of the biggest employers in the area, we want you to join our friendly team to lead a business support team within a children’s residential unit. You will be highly motivated and have a positive approach to ensure that frontline colleagues are supported to carry out their duties via a proficient and reliable business support service.  This is a role that will suit if you can work in a fast-moving environment, working in and managing a team, demonstrate being an organised people person with a great eye for detail whilst promoting and maintaining a high-quality administrative provision.  Please review the list of responsibilities and qualifications in the job description and person specification document as, whilst this is our ideal list, we will consider candidates that can demonstrate sufficient experience, talent, and initiative.  We promote and understand the importance of a positive and healthy work life balance and can offer a range of flexible working solutions including blended working approach from home and state of the art office complex in Colwyn Bay, which can be discussed at interview.  You will benefit from a substantial rewards package, which includes a Local Government Pension Scheme, Occupational Sick Pay and staff benefits including salary sacrifice cars, Cycle to Work, cashback healthcare, long service awards, discounts plus much more.  If this sounds like the right place and position for you, click on apply now.  Conwy is committed to safeguarding - qualifications and references will be verified. |
| Conwy County Borough Council is committed to its Welsh Language Standards. We welcome applications in both Welsh and English and application forms received in either Language will not be treated less favourably than each other.  In promoting Equal Opportunities, Conwy welcomes applicants from all sections of the community. All Disabled applicants who meet the essential job requirements will be guaranteed an interview. The Council will provide appropriate additional work facilities for disabled applicants. |

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| Work life Balance  We promote and understand the importance of a positive and healthy work life balance. Employees working for us will benefit from 8 bank holidays per year and an attractive entitlement of;   * On appointment 26 days * After 5 years continuous service 31 days * After 10 years continuous service 33 days   Part-time employees have annual leave and bank holidays calculated on a pro rata basis.  We also consider a range of flexible working options including:   * Job sharing * Reduced hours and part time working * Term-time only contracts * Compressed hours * Flexi-time scheme * Family friendly & special leave policies   Local Government Pension Scheme  All employees are automatically opted into the Local Government Pension Scheme. More information can be found on:  <https://www.gwyneddpensionfund.org.uk/en/Prospective-Members/Reasons-For-Joining.aspx>  Health & Wellbeing  Your health & wellbeing is important to us and we are committed to promoting a culture where the health and wellbeing of employees is supported. You will benefit from:   * Occupational sick pay * Free access to round the clock Employee Assistance Program for advice and support * A comprehensive Attendance Management Policy to support and help individuals whilst at work, when sick and returning to work.   Conwy Rewards and Vectis Card  Conwy Rewards is a one stop shop for all of Conwy’s staff benefits including salary sacrifice cars from Tusker, Cycle to Work, cashback healthcare, long service awards, discounts plus much more.  You can save using online discounts, discounted gift vouchers, cashback and in store discounts with your Vectis Card. This includes high street shops, cinemas and restaurant discounts through to money of motoring, insurance, hotels and holidays. |