



Job Description

This job description has been designed to indicate the general nature and level of work required of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list, and the line manager may vary duties from time to time which do not change the general character of the job, or the level of responsibility entailed.

Post Details	
Job Title	Business Support Officer
Service	Adult Social Care - Public Health
Team	Public Health
Location	Shute End
Reports to	Business Manager - Senior Commissioning & Contracts Specialist
Worker Style	Hybrid - Remote working with attendance at Council offices as and when required
Grade	5
Contract Type	Permanent, Full time, 37 hours per week

Main Accountabilities	
1.	Provide comprehensive business and administrative support across Public Health functions , including the coordination of meetings, boards, steering groups, events, training sessions and governance processes; preparing agendas and papers, arranging attendance, and ensuring accurate recording and follow-up of actions.
2.	Draft and coordinate high-quality communications and documentation , including briefing papers, presentations and reports, and manage team correspondence by monitoring shared inboxes, responding to queries and escalating issues as appropriate.
3.	Manage administrative and financial processes , including raising requests for goods and services, maintaining accurate records of expenditure, and processing invoices in line with council procedures.
4.	Support corporate, governance and operational processes , including Freedom of Information requests, recruitment administration, document management and digital workflow systems, ensuring information is accurate, accessible and delivered within required deadlines.
5.	Provide flexible operational support to Public Health priorities and programmes , including support to health promotion activity, community engagement, and health protection responses, as well as leading or supporting discrete projects and adapting to emerging service needs.





Person Specification	Essential	Desirable
Education/Qualifications	5 GCSE level (A*-C) to include English or equivalent (or appropriate experience)	
Experience	Experience in prioritising work, managing time, and working under pressure to deliver to deadlines. Experience working in a matrix management environment, where cross-team and cross-organisation work is essential.	
Skills/Knowledge	Communicate effectively with people at various levels. Can work effectively under pressure in a busy, diverse, and demanding work environment. Excellent team working skills.	

Purpose Details	
Service Purpose	Public Health in Wokingham aims to improve residents' health and healthy life expectancy, and to reduce health inequalities. The team works with internal and external partners to deliver a strong public health function, meeting the Council's statutory public health duties and working across Berkshire in a matrix arrangement on specialist topics, joint commissioning and health protection.
Role Purpose	This role provides comprehensive business and administrative support to the Public Health team to support delivery of the actions within the Wokingham Wellbeing Strategy (Strategy into Action) to improve the health and wellbeing of Wokingham residents.
Corporate Parenting	You will champion the principles of corporate parenting by embedding its ethos in all aspects of service delivery, ensuring decisions and actions consistently reflect the responsibility to act as a corporate parent to children in care and care leavers, and actively contribute to shaping and implementing the wider corporate parenting strategy.

Supervision and Relationships	
Supervision Received	N/A
Supervision Given	N/A
Contacts	N/A





Resources/Budget Management

Not applicable.

Special Requirements

Not applicable

Occupational Health Risk Assessment

Details

Skin/Respiratory Sensitisers

N

Working at Height

N

Exposure to Noise (>80-85dB)

N

Confined Spaces

N

Frequent Display Screen Equipment Use

N

Driving for Work

N

Hand Arm Vibration

N

Lone Working

N

Healthcare/Social Contact with Patients

N

Blood Borne Viruses Exposure

N

Food Handling

N

Working with Animals

N

Specialised Medical Screening

N

Night Working

N

Safety Critical Work

N

Nature of the Role

Details

Healthcare or Hospital Work

N

Working with Children (under 18)

N

Working with Elderly/Vulnerable Adults

N





WOKINGHAM
BOROUGH COUNCIL

Work Environment Details

Hybrid - Blend of office and home working, with attendance at Council locations as and when requested

Role Involvement	Details
Working with Children	N
Working with Vulnerable Adults	N
Both of the Above	N
Providing Care/Supervision for Children	N
Providing Care/Supervision for Vulnerable Adults	N
Both of the Above	N
None of the Above	Y

Disclosure and Barring Service (DBS)	Details
DBS Requirement	Basic
Eligibility Tool	Find out which DBS check is right for your employee - GOV.UK (Find out which DBS check is right for your employee - GOV.UK)

Re-checks

<Details of required regular checks in line with regulations.>

Evaluation Declaration

Date of Evaluation:	June 2026
Evaluated by:	HR Team

