
ROLE DESCRIPTION

COMMUNITY JUSTICE SCOTLAND

Role	Business Support Officer
Reports to	Business Manager
Internal Liaison	Members of the team
External Liaison	All stakeholders
Salary	£20,406
Location	Saughton House, Edinburgh
Hours	37 hours per week
Closing Date	17 th May at 12 noon
Employment Type	Permanent Employee

Our people: our vision

At Community Justice Scotland we have a vision: to make Scotland the safest country in the world. We want to make positive and lasting changes to our communities and give everyone in Scotland the best chance to be productive and healthy, regardless of their starting point. Our organisation is at the forefront of change in the justice sector. Our teams provide leadership for the sector; drive innovation, learning and development; provide independent assurance on the delivery of improved outcomes; provide improvement support where required; and change the conversation and shift public perceptions about community justice. We demonstrate our values of compassion, fairness, integrity, respect, support and trust in everything that we do. Joining our team means entering a fast-paced working environment where critical thinking, flexibility and passion are the norm.

The establishment of Community Justice Scotland is part of a much bigger project to redesign community justice in Scotland. We are a non-departmental public body, enabled in legislation following the passage of the Community Justice (Scotland) Act 2016. Our people are driven by a commitment to our values and to making Scotland the world leader in Smart Justice.

Your role: your strengths

You will be part of the Business Support Team consisting of a Business Manager, Business Team Leader and this role of Business Support Officer. Within the role you will report to the Business Team Leader. The successful candidate will undertake PA duties for the Chief Executive, as well as providing business support to the wider CJS team. In addition, the Business Support Officer will provide support to the Business Team Leader with regard to day-to-day financial tasks.

To make lasting positive changes to our communities you will:

Chief Executive Support (50%)

Support the Chief Executive through day-to-day management of both her mailbox and calendar and be the first point of contact for both internal and external stakeholders, managing any

enquiries and requests. On a weekly basis, provide the Chief Executive with supporting papers and documentation in relation to meetings and events for the coming week.



Finance Support (30%)

Assist the Business Team Leader with the management and organisation of the CJS annual budget. Ensure all payments are made within the appropriate time frame, record through the accounting system and monitoring sheet and reconcile at the end of each month, ensuring that accurate records are kept for audit purposes.

Using the Scottish Government accounting system (SEAS) carry out a number of reconciliations each month, run reports from the accounting system (training will be provided), add actuals to monitoring sheet from monthly payroll reports and complete journal transfers as required. Liaise with the Scottish Government Accounts Payable Team to ensure invoices are paid and recorded.

Business Support (20%)

Provide business support to the wider CJS team, such as booking travel and accommodation, room bookings, stationary orders, catering requirements as necessary.

The Business Support Team also provide support to the CJS Board Members. In this role you will be required to utilise an online portal (Diligent) to post agendas and supporting board papers. Arrange car parking, access and catering for meetings.

Other admin duties include; monitoring the CJS generic mailbox, providing support around information management, and support CJS events.

To ensure that we help people across Scotland to achieve their potential you will have:

- 1 Strong communication skills
- 2 Ability to maintain productive relationships with all levels of staff and stakeholders
- 3 Excellent organisational skills and flexibility to take on new tasks
- 4 A good working knowledge of Microsoft packages including Word, Outlook and Excel

To position Community Justice Scotland as world leaders in our sector you will possess:

Communications and Engagement

You will have strong written communication skills to enable you to produce concise, clear and well-structured documents.

IT Skills

You will take responsibility for the management of the databases and spreadsheets relating to business support

Self Awareness

You will be a decisive person. You will be well organised and able to prioritise your work accordingly. You will show consistent accuracy and attention to detail.

