

Kent County Council

Job Description: *Customer Support Assistant*

Directorate	Growth, Environment and Transport
Unit/Section	Libraries, Registration & Archives
Grade	KR3
Responsible to	Customer Service Officer

Job Purpose

Deliver day to day front of house Libraries, Registration and Archives service

Accountabilities

1. Act as the first point of contact to engage with all customers in a friendly, helpful manner. Assist customers with enquiries and in using services to achieve the best possible outcome.
2. Carry out all the duties associated with direct service delivery. For example, deliver Baby Rhyme Time or Storytime session.
3. Maintain stock in good order to facilitate access and enhance presentation of service point.
4. Promote services to increase use of KCC resources.
5. Supervise volunteers to enhance customer use of services.
6. Use LRA Management Systems and web-based systems to undertake service delivery
7. Work to and within KCC financial procedures and regulations, including cash handling.
8. Be responsible for ensuring organisational Health and Safety procedures and good practice are used to maintain security of facilities and the health and safety of self, colleagues and public using our premises.
9. Be responsible for delivering services that comply with equality policy, procedure and legislation.

Footnote: This job description is provided to assist the job holder to know what their main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

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The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS	Education to GCSE or equivalent in Maths or English.
	IT literate and competent in the use of Microsoft Office.
EXPERIENCE	Experience of working within a customer focused service, dealing with high volumes of public interaction, both face to face and on the telephone, in a consumer and service driven environment.
SKILLS AND ABILITIES	Able to converse at ease with the public, answer questions and provide advice in a high-level service delivery environment.
	Able to listen, observe and speak confidently in public. Able to accurately record details and have an eye for detail.
	Excellent organisational skills, along with the ability to work as both an individual and as part of a team with colleagues and partners.
	Able to apply knowledge of customer's needs to deliver services.
	Able to apply Health and Safety procedures relevant to the role and comply with equality policy, procedure and legislation.
KNOWLEDGE	Can demonstrate an understanding of the contributions made by library, registration and archive services.
	Has a working knowledge of good practice and customer service with regard to health and safety and equalities.
KENT VALUES AND CULTURAL ATTRIBUTES	<p>Kent Values:</p> <ul style="list-style-type: none"> • We are brave. We do the right thing, we accept and offer challenge • We are curious to innovate and improve • We are compassionate, understanding and respectful to all • We are strong together by sharing knowledge • We are all responsible for the difference we make <p>Our values enable us to build a culture that is:</p> <p>Flexible/agile - willing to take (calculated) risks and want people that are flexible and agile</p> <p>Curious - constantly learning and evolving</p> <p>Compassionate and Inclusive - compassionate, understanding and respectful to all</p> <p>Working Together - building and delivering for the best interests of Kent</p> <p>Empowering - Our people take accountability for their decisions and actions</p> <p>Externally Focused - Residents, families and communities at the heart of decision making</p> <p>(If this document is being used for recruitment purposes, examples of Behaviours which support the Kent Values will need to be demonstrated within the context of this post)</p>