

## Kent County Council

### Job Description – KR3 Subject Access Request Assistant

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<b>Directorate</b>	<b>Children, Young People &amp; Education</b>
<b>Unit/Section</b>	<b>Children's Social Work Services/Business Support</b>
<b>Grade</b>	<b>KR3</b>
<b>Responsible to</b>	<b>Senior Business Support Officer</b>

#### **Purpose of the Job:**

Provide administrative support for the Business Support Service, with a focus on assisting with Subject Access Requests.

#### **Main duties and responsibilities:**

Support the Subject Access Request process by scanning, photocopying and downloading documents, ensuring accuracy and confidentiality at all times. Your job will have clear and routine tasks and you will be working to set standards.

Maintain accurate electronic records on relevant data recording systems in line with the Records Management Policy, data protection and freedom of information protocols.

Provide administrative support to the wider business support team as required, including assisting with day to day clerical and administrative tasks in order to facilitate the smooth running of the service.

Provide cover for other Business Support Assistants as required to support flexible working, annual leave and other forms of absence.

Footnote: This job description is provided to assist the job holder to know what his/her 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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### Person Specification

### Business Support Assistant

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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.

<b>Qualifications</b>	Level 2 Diploma (or equivalent) with proficient practical and/or computer skills and/or relevant experience
<b>Experience</b>	Experience of working with ICT systems and spreadsheets  Experience of dealing with emails
<b>Skills and Abilities</b>	Attention to detail and methodical approach to work  Computer literate with accurate keyboard skills  Good organisational skills, the ability to prioritise workload and ensure tasks are completed within deadlines  Self motivated with a desire to learn new skills  To be able to work as part of a team but also to use own initiative
<b>Knowledge</b>	Understanding of how to use IT applications and knowledge of the Microsoft Office package, including; Outlook, Word, and Excel.  Willingness to develop knowledge and understanding of Children's Social Work Services  Knowledge of confidentiality and data protection procedures
<b>Values</b>	<b>Kent Values:</b> <ul style="list-style-type: none"><li>• <b>We are brave. We do the right thing, we accept and offer challenge</b></li><li>• <b>We are curious to innovate and improve</b></li><li>• <b>We are compassionate, understanding and respectful to all</b></li><li>• <b>We are strong together by sharing knowledge</b></li><li>• <b>We are all responsible for the difference we make</b></li></ul>