

## **Business Support Officer**

**Salary:** £21,432 - £25,353

**Hours:** 37 hours per week

**Contract Type:** Permanent

**Location:** Office of the Police and Crime Commissioner for Cleveland, Cleveland Police Central HQ, Hemlington, Middlesbrough (with flexibility for some home working)

We have an exciting opportunity for a highly motivated, talented individual to provide high-quality business support to the Office of the Police and Crime Commissioner (OPCC).

The OPCC supports the Police and Crime Commissioner to deliver the objectives in his 10-Point Plan - to make the area safer and build pride in Cleveland Police.

The Business Support Officer will be required to provide efficient and flexible administrative support to ensure the smooth running of the office and to meet the needs of the wider team.

This will involve a range of administrative tasks such as ordering goods, printing, filing, diary management, organising events and managing public contact with the OPCC.

You will be expected to feel confident working in a fast-paced environment, with excellent attention to detail and an ability to demonstrate your initiative.

You will be part of a friendly and dynamic team, with a strong ethos for working together and making a difference for communities in Cleveland.

To arrange an informal discussion about the role, please contact Rachelle Kipling, Temporary Assistant Chief Executive at [rachelle.kipling@cleveland.police.uk](mailto:rachelle.kipling@cleveland.police.uk)

**Application forms should be completed no later than 23:55 on Sunday 11 June.**

The Office of the Police and Crime Commissioner is committed to improving the diversity of the workforce to better reflect the communities we serve. We welcome applications from all minority groups and individuals who identify with one or more of the protected characteristics as defined by the Equality Act 2010. All appointments will be made on merit.