

Job Title: Business Support Officer

Location: Bryson Recycling – Mallusk

Accountable to: Assistant Director (BD&C)

Job Purpose:

The role of the Business Support Officer is flexible and will assist the management team in a number of ways to help support and grow the company.

Job Duties/Key Responsibilities:

Market research, bidding and consultancy

- Track EU journal and other opportunities for providing environmental service contracts in GB.
- Populate and maintain data on contract opportunities including likely dates, types of procurement, key stakeholders, likely contract values.
- Help identify key council targets.
- Lead or assist with writing and compiling tenders and working in a team to complete tender bids. Specific duties may include:
 - Project management of timetable and tasks, progress chasing and ensuring all necessary information is available for inclusion in tender returns
 - Maintaining records of meetings both internal and external relating to procurement processes
 - Compiling documents
 - Undertaking desk based and field research in support of tender opportunities
 - Writing method statements and other documentation in response to tender requirements
- Help provide costing and financial information to build pricing models for bids and business opportunities.
- Establishing and maintaining working relationships, scheduling meetings and maintaining records
- Manage and respond to consultancy opportunities. This will include research, writing and compilation of responses.
- Lead or support the application process for funding packages
- Contribute to development of solutions for delivery of contracts
- Update job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organisations.

Support to the management team

- Support the Communications Manager by delivering or assisting with a range activities including:
 - Marketing activities, including online
 - Organisation of events

- Providing educational talks and information stands.
- Support managers in a range of tasks include administration, report writing, preparing reports and briefings, data input and analysis.
- Arrange meetings and take minutes of meetings.
- Arrange meetings and book travel itinerary.

Other

- Assist with other managers across the business when required.
- Cover manager's duties during periods of leave and absence.
- Maintain strict confidentiality of personal and business information.
- Commitment to personal and team growth.
- Organize and participate in site visits and tours.
- Comply with all Bryson policies, procedures, standards and health & safety requirements.
- Attend relevant training as required.
- Any other duties that may reasonably be required and are appropriate to the post.
- Your job also involves travelling to visit clients and attending corporate entertainment events.

Terms and Conditions

Length/Type of contract:	Permanent
Salary:	£25,605 per annum
Hours:	40 Hours per week
Holidays:	Minimum 20 Annual days Bryson Recycling recognises 9 statutory days
Notice:	4 weeks

All employees of Bryson Charitable Group are required to respect individuals' right to privacy, dignity, choice and independence

Person Specification: Business Support Officer

Criteria		Essential	Desirable	Tested
Qualifications / Education / Knowledge	<ul style="list-style-type: none"> • Proficient in Microsoft Office. • Two years' experience in a relevant position OR Degree or equivalent in a relevant subject, e.g. environmental science, geography, marketing or business / management. • 2.1 degree or equivalent in environmental science, geography, marketing or business / management AND two years' experience in a similar position. 	<p align="center">✓</p> <p align="center">✓</p>	<p align="center">✓</p>	<p>Interview / IT test</p> <p>Application form</p> <p>Application form</p>
Experience or knowledge	<ul style="list-style-type: none"> • Experience of working in recycling or waste management • Demonstrable experience of carrying out research in the field of waste management • Experience or knowledge of research techniques 	<p align="center">✓</p>	<p align="center">✓</p> <p align="center">✓</p>	<p>Application form</p> <p>Application form & interview</p> <p>Application form & interview</p>
Experience Required Going Forward	<ul style="list-style-type: none"> • Use of initiative to promote / develop Bryson Recycling • Potential to develop skill set and take on new tasks 	<p align="center">✓</p> <p align="center">✓</p>		<p>Application form & interview</p> <p>Application form & interview</p>
Special Aptitudes/ Competencies i.e. Oral/ written skills	<ul style="list-style-type: none"> • Experience dealing with internal and external stakeholders • Good oral and written communication skills • Good business sense /acumen • To be self-motivated but able to work as part of a team • Good organisational and time-management skills 	<p align="center">✓</p> <p align="center">✓</p> <p align="center">✓</p> <p align="center">✓</p> <p align="center">✓</p>		<p>Application form & interview</p> <p>App form & intv</p> <p>Interview</p> <p>Interview</p>

	<ul style="list-style-type: none"> • A positive attitude • Good presentation skills • Trustworthiness and discretion when handling confidential information • Confident and assertive with colleagues • Excellent interpersonal skills • Good numeracy skills • Capacity to develop and maintain spread sheet models 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ ✓ ✓ 		<p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>IT test</p>
Physical Abilities/ Circumstances	<ul style="list-style-type: none"> • Flexibility to work occasional weekends if required. • Access to transport / driving license if car is provided 	<ul style="list-style-type: none"> ✓ ✓ 		<p>App form & intv</p> <p>Application</p>