

Job Description

Role Title: Admin Support Officer
Reporting to: CityCo Business Crime Manager
Contract Type: Permanent
Hours: Part Time, 20 hours per week
Salary: £20,000 pa Pro Rata
Location: Lloyds House, Lloyd Street, Manchester, M2 5WA

Company Background

CityCo, the city centre management company for Manchester and Salford, strives to make Manchester city centre a better place to work, visit and live.

We connect businesses with each other, and public agencies, to drive forward initiatives that support an improved, thriving, and aspirational city experience. We seek to support economic growth and ensure the city is competing on national and international scale.

As a membership organisation, CityCo represents companies across sectors, sizes and locations; giving businesses a voice, ensuring they can run effectively and expand activities. We operate at a strategic level with city decision-makers and on a tactical level, providing solutions and delivering on the ground.

We run networking events to bring executives together and ensure members are up to speed with city plans. We provide operational and security services facilitate working groups and provide advice where it's needed. We work to make the city centre greener, more sustainable and bio-diverse. We work to bring life to our public spaces; developing and promoting the unique characteristics of our city villages; connecting people, improving the environment and running quality events that attract interest and build our reputation as a place where great things happen.

From April 2018 CityCo has been delivering the second term of Manchester's Business Improvement District (Manchester BID). The BID consists of just over 400 retail and food and drink businesses in the city centre.

Business Crime Unit

CityCo's Business Crime Unit delivers the nationally accredited and awarded Business Crime Reduction Partnership (BCRP); a network of central businesses including retailers and licensed venues.

The BCRP works in partnership with statutory partners Greater Manchester Police and Manchester City Council to reduce crime and anti-social behaviour in the city.

Job Purpose and Responsibilities

The post holder will provide general support to the Business Crime Unit under the guidance of the intelligence supervisor.

The post holder will have experience of carrying out administration tasks including repetitive volume data input, recording and making amendments using a computerised system. They will also be competent in using computer systems including Microsoft programmes. Strong attention to detail with evidence of consistently producing work to a high standard of accuracy is essential.

Areas of Responsibility

- Assist in maintaining record management systems

Record, store and supply information in accordance with existing protocol and legislative requirements.

- Input, retrieve and present data using a computer

Enter information correctly using an appropriate computer system, retrieve and present information in a suitable format and supply to relevant personnel.

- Review, retain and dispose of records and information

Review, retain and dispose of records in accordance with protocols and legislation.

- General Administrative support as required

Essential Competencies

1. Excellent interpersonal and communication skills, both written and verbal
2. Strong attention to detail with high standard of accuracy
3. Ability to work under direction
4. IT literate including Microsoft programmes
5. Understanding of Data Protection GDPR 2018 & DPA 2018

Desirable Competencies

1. Knowledge of Manchester city centre
2. Experience of partnership working
3. Basic understanding of civil and criminal law

Other Information

The requirements of the business are such that a high degree of flexibility is necessary and therefore evening and weekend work will be required.

To comply with changes in the legislation covering the activities of Manchester BID and CityCo it is required that all staff undertakes training as directed by their line manager or the Chief Executive. It is also essential that all staff carry out their duties in a safe manner in accordance with the current Health & Safety at Work legislation.

The role will be based at CityCo in Lloyds House, with an annual leave entitlement of 26 days pro rata, plus bank holidays.

The post is subject to a three-month probationary period.

To Apply

Please email a CV including 3 references, with a Cover Letter to:

Rob Dyson
CityCo Business Crime Unit Manager
bcureporting@cityco.com

All applications should be received by 12pm, Monday 1 July.

Equal Opportunities

CityCo is an equal opportunities employer.

Personal information given as a part of the application process is necessary for recruitment of this post and will be held only for the statutory periods. It will not be used for any other purpose.

Full GDPR compliance information is available on our website.