



<b>Job Title:</b>	Business Support Assistant
<b>Location:</b>	Dundee – hybrid working is currently being piloted
<b>Salary:</b>	£20,448 - £21,789
<b>Hours:</b>	35 hours per week
<b>Contract:</b>	Permanent

### **About us**

We are the national regulator and scrutiny body responsible for providing assurance and protection for people who experience care services, their families, carers and the wider public, as well as supporting delivery partners to improve the quality of care for people in Scotland. Our vision is that people across Scotland experience high quality care that meets their needs, rights and choices.

We are a scrutiny body that supports improvement. We inspect individual care services and we also work with other scrutiny bodies to inspect the social care and social work services people are experiencing in their local areas.

### **About the role**

We are pleased to announce an exciting opportunity to work as part of the Corporate Support team at our headquarters in Dundee where you will provide comprehensive business support within the Corporate and Customer Services Directorate. Duties will be varied and include the provision of administrative support to different teams across the organisation as well as general office support such as reception cover and mail.

### **About you**

We are looking for an organised individual who has good attention to detail, is customer-focused and enjoys working in a busy and supportive team. You will have a positive attitude and be keen to develop your skills and take on new challenges.

The successful individual will have:

- A good working knowledge of O365/Microsoft Office suite to include Word, Excel and Outlook.
- Excellent telephone and customer service skills.

- Good interpersonal skills.
- Excellent organisational skills.
- Ability to work on own initiative and prioritisation of workload.
- Ability to meet deadlines.

### **Next steps**

You'll find more information in the job profile and person specification.

If you require any further information or for an informal chat, please contact Alison Allan, Corporate Support Officer, by email at

[Alison.Allan@careinspectorate.gov.scot](mailto:Alison.Allan@careinspectorate.gov.scot)

If you believe that your expertise and motivation make you suitable for this post, please download and complete an Application Form and return by email to [recruitment@careinspectorate.gov.scot](mailto:recruitment@careinspectorate.gov.scot) **by no later than 8am on Monday 10 October 2022.**

It is anticipated that interviews will be held on **Friday 21 October in Dundee.** Arrangements can also be made for interviews to be held by Microsoft Teams.