

JOB DESCRIPTION

JOB TITLE: Business Manager

GRADE: SM1 (SCP44-47) (2019/20 £46,396 - £51,050)

BASE: Guildhall, Quayside, Newcastle upon Tyne, NE1 3AF

MANAGED BY: Associate Director

1. Summary of Post

- a. Operate as the strategic finance lead for NEPO, ensuring the completion of all necessary financial management information to support wider ANEC Ltd activity and report on financial and compliance matters.
- b. Lead on income collection and ensure all income is collected in a robust and timely fashion. Provide effective income forecasting and reporting to the Associate Director and NEPO Member Authorities.
- c. Supporting the Associate Director, act as strategic lead for premises and facilities management for NEPO. Where required commission and manage contracts to ensure outcomes are delivered and the solutions meets the needs of the organisation, associated risks are managed and value for money is achieved for facility management services such as cleaning.
- d. Support the Associate Director in ensuring there are robust service level agreements in place to support the effective operational delivery of NEPO. Act as the nominated day to day lead for organisational SLA's including legal, finance, ICT and premises.

2. Job Purpose

The key duties of this post will include:

Finance and Business

- 2.1 Provide a professional and innovative lead in relation to NEPO's business and finances.
- 2.2 Set and monitor NEPO's budget in liaison with the Associate Director and implement the financial decisions made through the NEPO Governance Structure.
- 2.3 Monitor and control income and expenditure and provide accurate analysis and robust timely reporting through the NEPO Governance structure of the budget, identifying trends and potential over/under-spends.
- 2.4 Operate as the strategic finance lead for NEPO, ensuring the completion of all necessary financial management information to support wider ANEC Ltd activity and report on financial and compliance matters.
- 2.5 Ensure NEPO has appropriate financial systems and processes to support effective organisation delivery. Manage the day to day activities of the NEPO Finance Service Level Agreement and be responsible for the effective management of financial systems and relevant administration, ensuring compliance with Finance Regulations.
- 2.6 Interpret financial regulations and provide advice to staff on the effective use of financial systems and procedures.
- 2.7 Develop and manage in conjunction with the Lead Authority a three-year audit plan. Ensure NEPO complies with all audit procedures.
- 2.8 Lead on income collection and ensure all income is collected in a robust and timely fashion. Provide effective income forecasting and reporting to the Associate Director and NEPO Member Authorities.
- 2.9 Working with the Lead Authority ensure all appropriate insurances are in place.
- 2.10 Prepare and maintain a business risk register(s).
- 2.11 Supporting the Associate Director, act as strategic lead for premises and facilities management for NEPO. Where required commission and manage contracts to ensure outcomes are delivered and the solutions meets the needs of the organisation, associated risks are managed and value for money is achieved for facility management services such as cleaning.

- 2.12 Support the Associate Director in ensuring there are robust service level agreements in place to support the effective operational delivery of NEPO. Act as the nominated day to day lead for organisational SLA's including legal, finance, ICT and premises.

Governance and Performance

- 2.13 Work effectively with team members and wider stakeholders to support the Associate Director in the development and delivery of a proportionate and robust governance framework and decision-making model.
- 2.14 Lead on the development of governance planning and work with the Senior Leadership Team and relevant stakeholders to agree the annual plan and appropriate reporting timescales.
- 2.15 Lead on the preparation, collation and distribution of agendas, meeting information packs, minutes and reports and managing subsequent actions for the Collaborative Procurement Sub-Committee (CPSC) and Collaboration North East (CNE).
- 2.16 Lead on the preparation, collation and distribution of reports for Directors of Resources Group (DRG), Chief Executives Group (CHXs) and Leaders and Elected Mayors Group (LEMS).
- 2.17 Take and prepare accurate minutes of the CPSC meetings and manage action point completion, oversee the accurate minutes of the CNE meetings and action point completion.
- 2.18 Ensure the CPSC, DRG, and CNE membership details are up to date, maintained and available for wider team use where appropriate.
- 2.19 Working with the Procurement Manager oversee the reporting through to the ANEC Ltd board for the award of NEPO solutions in line with the Collaborative Procurement Shared Services Agreement.
- 2.20 Provide guidance and support to the NEPO team on governance related issues and ensure that wider groups and networks have appropriate governance arrangements in place.
- 2.21 Work effectively with team members and wider stakeholders to support the Associate Director in the development and delivery of the Performance Management Framework.
- 2.22 Lead on the development of performance planning and work with the Senior Management Team and relevant stakeholders to agree the annual plan and appropriate reporting timescales.
- 2.23 Lead on the preparation and collation of performance indicators, provide accurate analysis and ensure timely, accurate and well-presented

performance information and reports to NEPO to ensure there is a holistic understanding of organisational performance, to enable robust decision making and to inform planning processes.

- 2.24 and robust timely reporting through the NEPO Governance structure identifying trends and areas for improvement and opportunities. Work with the Communications Specialist to develop appropriate performance reporting.

Organisational and Human Resources Management

- 2.25 Working in liaison with Associate Director inform, implement and maintain organisational policies and procedures across the organisation.
- 2.26 Lead on general personnel matters ensuring required pre-employment checks are carried out for new employees, deal with staff queries about salaries, expenses, sickness and maternity procedures etc. Monitor and manage absenteeism across the organisation.
- 2.27 Ensure all staff have a clear understanding of relevant policies and procedures and that they carry out their duties in line with these policies and procedures. Develop and lead an appropriate organisational induction and oversee the probation of new starters.
- 2.28 Manage the administration of all personnel matters, including recruitment, contracts of employment, conditions of service, insurances, legal and other matters including performance management, discipline, grievance etc. Maintain confidential staff records.
- 2.29 Working with the Associate Director ensure that high standards of professional behaviour and performance are maintained across the organisation.
- 2.30 Support the Associate Director to ensure that ANEC Ltd fulfils all of its obligations including GDPR.

Systems and Intelligence

- 2.31 Ensure that NEPO uses its data effectively to inform and support organisational decisions and activity and identify new opportunities. Ensure that appropriate plans are in place to provide insightful, timely, quality data to support activity within NEPO and Member Authorities.
- 2.32 Working with the Procurement Manager ensure NEPO has e-enabled systems to support delivery of compliant online processes, value for money, contract management and social value outcomes in support of collaborative and Member Authority procurement and that these systems providers are managed robustly in-line with NEPO policies and practices.

- 2.33 Ensure that NEPO's e-enabled systems are developed in line with NEPO's and Member Authorities needs and aspirations and support NEPOs aims around local suppliers and SME's.
- 2.34 Ensure there is appropriate training planned and delivered for NEPO, Member Authorities and suppliers across all NEPO e-enabled systems.

Personal Disposition and Management

- 2.35 Lead the development of a more capable, empowered and efficient energy category team by supporting a professional environment for staff to develop sound procurement expertise and the confidence to excel within the procurement and energy profession. Provide opportunities for development through robust performance management, sharing knowledge and role modelling effective commercial behaviours. To be responsible for the day to day performance management, supervision, and attendance management of staff. Leading by example, motivate and mentor staff to ensure that they are equipped with the knowledge and skills needed to successfully deliver their role.
- 2.36 As a member of the Leadership Team, demonstrate high professional standards, represent NEPO in a positive and professional manner and contribute to the continuous progress and development of NEPO. Contribute positively to the overall development of Collaborative Procurement and NEPO.
- 2.37 Represent and raise the status of the region, building a broad and professional network at a regional and national level, to increase the influence that can be exerted on matters that concern NEPO and Member Authorities. Ensure that the region speaks with one cohesive voice and remains at the forefront of local and national agendas. Respond on behalf of the region to government consultations effecting procurement.
- 2.38 Using persuasion and influencing skills, work with stakeholders from multiple organisations with different priorities and practice, to remove barriers, resolve conflict and reach a consensus on collaborative outcomes.
- 2.39 To write clear and complete communications to a wider range of audiences, provide advice and consistency within NEPO team around communications, to seek advice, scrutiny and strategic direction from the entire NEPO governance structure as appropriate.
- 2.40 Ensure that the organisations policies and procedures are consistently adhered to and working with the relevant manager ensure continuous development.
- 2.41 Foster close and effective relationships with colleagues and customers to deliver mutual benefits as part of a regional collaborative team.

- 2.42 To lead recruitment and selection of staff. To ensure new staff are inducted into the organisation and become productive in a timely manner.
- 2.43 As well as your own health, safety and welfare ensure that staff perform their duties with due regard to the organisation's health & safety policy and procedures.
- 2.44 Take personal responsibility for continued personal and professional development and contributing to the learning and growth of NEPO.
- 2.45 Demonstrating high standards of personal integrity, probity and professionalism at all times, behaving fairly and impartially in all activities with others to build and maintain trust, respect and credibility. Acting as an ambassador and role model for NEPO's vision, standards, desired organisational culture, behaviours and attitudes.
- 2.46 To lead the delivery of other organisational projects, assignments and other such duties as appropriate in the role that support the achievement of the strategical objectives of the organisation.
- 2.47 Carry out other duties, engage in development activities and promote the benefits and strategy of NEPO and its service as required, and such other responsibilities allocated appropriately to the grade of the post.

3. PERSON SPECIFICATION

Essential

Essential Knowledge of:

- Finance, business or administrative management skills to support the day to day operation of an organisation within financial constraints.
- Evidence of effective leadership and line management of staff.
- Good working knowledge of principles and methods of financial control and reporting, and their adaptation to various purposes, including the preparation of financial accounts.
- Ability and knowledge to produce budgetary estimates, reports, cash flow and financial and statistical summaries, ideally combined with operational experience.

Essential Qualifications:

- Recognised management/business degree and/or professional qualifications and/or significant experience in the field.

Essential Experience of:

- Experience of managing financial plans and influencing decision making.
- Being an effective member of an organisation leadership team.
- Experience of managing budgets.
- Experience of managing change and implementing new systems/ procedures/ controls.
- Working knowledge of law with regard to health and safety legislation, contracts, freedom of information act, copyright and data protection and tendering processes including OJEU.

Desirable

Desirable Knowledge of

- Economic Development and Commissioning Strategies to understand the role that procurement can play in the local economies of individual authorities and the region as a whole.
- Dealing with senior representatives in public sector to generate and maintain organisational credibility.
- Regional challenges facing the public sector.

Desirable Experience of

- Working in a public sector organisation.
- Experience and knowledge of premises management, maintenance and repair including the ability to establish priorities.

- Experience and understanding of the working of a governing body, and company and charity law, regulations and reporting requirements.
- Awareness of principles and practice in relation to building services, for example protection of personnel and buildings from fire.

Desirable Qualifications

- PRINCE II.
- Recognised accounting qualification.

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