

**Post title:** Business Management Partner AA3669

**Responsible to:** Head of Service Business Management

**Responsible for:** Staff as allocated

**Grade:** N11 708 Points

**Job purpose:** To develop and implement business management advice, analysis and support, effective planning and performance and programme management to support co-operative ways of working, business improvement, strategic planning and the delivery of the Cabinet's vision, priorities and values.

**Principal Accountabilities:**

**Corporate**

- (i) To participate in or lead corporate or directorate projects and assignments as required.
- (ii) To promote and contribute to the development of the Co-operative Council business management model.

**Directorate**

- (iii) To be the initial point of contact for all business management services across Council Wide Directorates and Divisions.
- (iv) To provide advice and guidance and support directors and senior managers regarding the full range of the business management service menu ensuring these are prioritised, developed and implemented to add value to the directorates in line with the Council's policies and procedures.
- (v) To lead the provision of programme management support, attending project board and other meetings as required, providing regular progress reports to facilitate effective interventions as necessary.
- (vi) To acquire and maintain service specific knowledge relevant to the allocated directorate.
- (vii) To assist the allocated directorate identify, develop and maintain service improvements, new ways of working and income opportunities, preparing business cases and analytical reports as required .

- (viii) To lead for the allocated directorate as required functions within the business management service menu e.g. lean systems, customer service strategy, programme management etc.
- (ix) To work co-operatively with colleagues from other support services within the business partner model to improve outcomes for Directorates.
- (x) To manage staff as allocated in line with Council procedures to ensure effective service delivery.
- (xi) To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.

**External**

- (xii) To collaborate and engage with external partners and agencies as required.

June 2017