CITY OF BRADFORD METROPOLITAN DISTRICT COUNCIL

JOB PROFILE

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| **DEPARTMENT: Children’s Services** | **SERVICE GROUP: Employment & Skills** | |
| **POST TITLE: Business and Performance Manager** | **REPORTS TO: Skills for Work Principal** | |
| **GRADE: P05/6** | | **SAP POSITION NUMBER: 50213526** |

The following information is furnished to help Council staff and those people considering joining the City of Bradford Metropolitan District Council to understand and appreciate the general work content of their post and the role they are to play in the organisation. The duties and responsibilities highlighted in this Job Profile are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis. For posts where employees speak directly to members of the Public the post holder is required to demonstrate their ability to speak fluently in English.

As a candidate you will be expected to demonstrate your ability to meet the special knowledge, experience and qualifications required for the role by providing evidence in the application form for the purpose of shortlisting. Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column of this section.

The employee competencies are the minimum standard of behaviour expected by the Council of all its employees and the management competencies outlined are those relevant for a post operating at this level within our organisation.

Both sets of competencies will be used at interview stage and will not be used for short listing purposes.

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| **Key Purpose of Post: Max 3** | |
| * To assist the Skills for Work Principal with the business and performance management of Skills for Work to ensure income and performance for government funded programmes Adult Education Skills, including accredited learning, training and support, Vocational provision, and LEVY.   Key responsibilities:   * Drive further growth of the Skills for Work’s commercial activities and income. * Maximise the potential of existing activities, ensuring the efficient and effective use of resources to achieve optimum return on investment. * Identify potential new commercial activities and income streams that align with our strategic aims, prioritise those most likely to have the greatest impact and lead their successful implementation. * Ensure effective and efficient processes and systems are in place to maintain and support the development of the Skills for Work’s commercial income activities. * Effective management of M.I. to ensure effective planning and reporting with regard to the management information function, including setting and meeting targets in collaboration with the Principal and reporting progress against them. | |
| **Main Responsibilities of Post: Max 15** | |
| * Reporting to directly the Principal, the role will accelerate our local and national profile to maximise income from existing activities and identify and develop new income streams that align with our vision, purpose, and values. * This post will also play a key role in the development and growth of Skills for Work's educational and training provision to realise its strategic objectives. The post-holder will work collaboratively with other managers and staff, and build and maintain relationships with external partners, stakeholders, and customers to drive growth. * To assist with the implementation of necessary actions against relevant Development Plans (internal and/or external) ensuring continuous improvement of provision and that targets and timescales are adhered to. * Produce management reports and briefings, including internal reporting, reporting to Governors, and regular reports to prime contractors detailing findings, conclusions and recommendations and present the information in a logical, well-structured style. * To support the Skills for Work Principal with the creation of the Self-Assessment Report (SAR) and the execution of the subsequent Quality Improvement Plan (QIP) to ensure that the curriculum area(s) continue to progress to excellence. To play a significant role in setting aims and objectives for the Quality Improvement Plan along with the Skills for Work Principal, SfW Advisory Board, and other Senior Staff. * To assist the Skills for Work Principal with responsibilities for all assets, materials, and equipment to ensure that all systems and procedures comply with Local Authority and Prime Contractor requirements. * To take an active role and support staff when participating in regular financial, quality and compliance audits conducted by internal/external organisations, and implement recommendations. * To comply with and ensure that all current legislation and Local Authority policies, particularly with regard Safeguarding, Equal Rights and Health & Safety and actively challenge inequality of opportunity for customers. * Flexibility to work across all centres to meet the needs and demands of the contracts. | |
| Structure: Is currently being reviewed. Business and Performance Manager  will report to SfW Principal | |
| **Special Knowledge Requirement: Essential for shortlisting. Max 10** | |
| **Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column** | |
|  | **Essential** |
| Due to the Government’s Fluency in English for posts where employees speak directly to members of the public the postholder is required to meet the Advanced threshold level which will be applied where the postholder requires a greater level of sensitive interaction with the public.  You must be able to demonstrate that you can express yourself fluently and spontaneously (this will also be tested during the interview). | x |
| Understands and applies safeguarding and health and safety working practices, ensuring the safety of self, staff, and customers | x |
| Uses a range of specialist ICT systems across own work area and or across other areas of work. |  |
| Oversees or contributes to the management of a budget, keeping costs within agreed levels for own section/team |  |
| Ability to demonstrate co-ordination, leadership, and supervision of staff, including attendance monitoring, staff development, action planning, evaluation, and disciplinary procedures | X |
| Able to demonstrate a clear understanding of quality and compliance frameworks. | X |
| Apply a high level of written and oral communication skills to a variety of audiences. | X |
| Interpret, create, maintain, and monitor accurate auditable records in accordance with all internal and external requirements. | X |

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| **Relevant experience requirement: Essential for shortlisting** |
| The applicant is required to provide evidence of having previously spoken fluently to members of the public in order to meet the Advanced threshold level outlined under Special Knowledge above. |
| **Recent experience of business, performance, management information, to meet income and budget targets. Contract management and reporting frameworks including the management of Combined Authority, ESFA, DfW, LEVY or DWP funded programmes** |
| **Relevant professional qualifications requirement: Essential for shortlisting** |
| * Qualified at level 4 or equivalent in professional/management skills – * **Significant**  relevant demonstrable experience reflecting a high level of ability and work-related personal achievement, ***including recent and relevant experience for this role****.* * Minimum GCSE Grade 4 or equivalent in maths **and** english   Desirable: PGCE, L4 Certificate of Education or a L4 Teaching Qualification |
| **Core Employee competencies at manager level to be used at the interview stage.** |
| **Carries Out Performance Management** – covers the employees’ capacity to manage  their workload and carry out a number of specific tasks accurately to a high standard. |
| **Communicates Effectively** - covers a range of spoken and written communication skills required as a regular feature of the job. It includes exchanging information/building relationships, giving advice and guidance, counselling, negotiating, and persuading and handling private, confidential, and sensitive information. |
| **Carries Out Effective Decision Making** - covers a range of thinking skills required for taking initiative and independent actions within the scope of the job. It includes planning and organising, self-effectiveness and any requirements to quality check work. |
| **Undertakes Structured Problem-Solving** **Activity** - covers a range of analytical skills required for gathering, collating, and analysing the facts needed to solve problems. It includes creative and critical thinking, developing practical solutions, applying problem solving strategies and managing interpersonal relationships. |
| **Operates with Dignity and Respect** - covers treating everyone with respect and dignity, maintains impartiality/fairness with all people, is aware of the barriers people face. |

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| **Management Competencies: to be used at the interview stage.** | | |
| **Operates with Strategic Awareness** Our managerswork with corporate priorities and policies in a joined-up way with others, internally and externally. Works democratically, transparently, and accountably. | | |
| **Practices Appropriate Leadership** Our managers motivate their staff to exceed expectations through raising their awareness of goals and moving them beyond self-interest for the sake of the team or service. They consider serving the District in all that they do. | | |
| **Delivering Successful Performance** Our managers monitor performance of services, teams & individuals against targets & celebrate great performance. They promote the District’s vision & work to achieve Council’s values & agreed outcomes. | | |
| **Applying Project and Programme Management** Our manager’s work to ensure that outcomes and objectives are achieved within desired timescales, make best use of resources and take a positive approach to contingency planning. | | |
| **Developing High Performing People and Teams** Our managers coach individuals and teams to achieve their potential and take responsibility for continuous improvement. They champion the Council’s values and goals. | | |
| **Working Conditions:** | | |
| You will outline here if the post holder must be able to work evenings, weekends and  Bank Holidays as required by the needs of the service. Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the  Equality Act 2010 in relation to Disability Provisions. | | |
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| **Special Conditions:** | | |
| You will outline here if there is a requirement for the post to have recruitment checks  such as DBS, Warner Process. | | |
| **Compiled by:**  **SAO**  **Date: March 2022** | **Grade Assessment Date:** | **Post Grade: P05/6** |