

Authority Business Manager - Maternity Cover Job Description

Post	Authority Business Manager
Grade	C001 (£45,845)
Reports to	Chief Executive
Responsible for	Senior Policy Officer and Office Support Manager
Contract	Fixed term - maximum 15 months
Hours	37 hours a week Monday to Friday

Role Purpose

To run the day-to-day operations of the Authority ensuring that the Authority's statutory duties and functions are fulfilled. This includes:

- Owning, and ensuring compliance with the Authority's Code of Governance
- Implementing the Authority's Annual Business Plan
- Having responsibility for the implementation of the Authority's annual business cycle.
- Leading on all Human Resource and Professional Standards matters, including detailing police officer terms and conditions, and policy development.
- Being the Authority's approved and trained Transparency Practitioner and lead on information management, including Freedom of Information and Data Protection.
- Reporting to and advising the Chief Executive and serving as an integral member of the senior management team.

Dimensions

Procurement authority up to £25k
 Member of the senior management team
 Line management – Senior Policy officer and Office Support Manager
 Liaises with IPCC Commissioner and policy officers, Police Investigations and Review Commissioner for Scotland, lawyers, BTP Heads of Department, senior civil servants and chief officers.

Accountabilities

Governance, Management & Policy Compliance

1. Own, develop and ensure compliance with the Authority's Code of Governance. Keeping abreast of professional and political developments, legislative changes and best practice and applying updated knowledge and sharing information gathered.
2. Own, develop and assess progress against the Authority's annual Business Plan.
3. Develop processes for the following business areas:
 - 3.1. information management - acting as the single point of contact and the Authority's expert in relation to Freedom of Information and Data Protection requirements. Providing advice and guidance to ensure that staff are aware of and comply with their FOI and DPA accountabilities and being the Authority's approved and trained Transparency Practitioner.
 - 3.2. business continuity - ensuring that the Authority plans remain adequate
 - 3.3. health and safety - ensuring that the Authority fulfils its statutory duties under legislation
 - 3.4. annual business cycle - ensuring that the operations of the committees are transparent in accordance with governance and that all the Authority's statutory duties and functions are satisfied.
 - 3.5. Independent Custody Visiting (ICV) - implement and manage the Authority's Independent Custody Visiting (ICV) Scheme, negotiating partnership agreements and ensuring that BTP is compliant with legislative requirements and organisational standards.
4. Responsible to the Authority for assessing, evaluating, and recommending improvements as necessary to business processes, ensuring that the Executive complies with and implements current good practice in relation to legislation and corporate governance for its internal operations.
5. Provide professional advice and support to the members and committees of BTPA to ensure that measures are determined in a consistent, effective, financially prudent and legal manner,

within the principles of sound governance and the need to maximise BTP performance.

Professional Standards and Human Resources

6. Provide a strategic interface on behalf of the Chief Executive to HR and Professional Standards departments within BTP and external bodies and agencies that operate within these areas.
7. To be the Authority's lead on all Human Resources issues including advising on dispute strategy and managing disputes, exercising judgment and acting as the policy advisor to the Authority Executive and Members to enable them to make informed choices and decisions concerning the development of policies and their resource implications, compliance and data capture.
8. Maintain up to date knowledge of HR policy and employment law. Provide re-active and pro-active advice and support to the Chief Executive and the Chairperson on all issues pertaining to HR policy and procedures in a clear and timely manner.
9. Lead on recruitment of Executive staff and chief officers including designing the process, liaising with candidates and executive members and ensuring the professional support needed so that the Authority/BTP objectives and priorities are served.
10. Be the Authority's single point of contact and expert in relation to all professional standards matters including:
 - 10.1. Executive lead for the People and Standards Committee
 - 10.2. Complaint and conduct advisor and case manager
 - 10.3. Police appeal tribunals manager
 - 10.4. Liaison with partners including BTP PSD, Mayor's Office for Policing and Crime, IPCC and PCCS, COSG, Home Office.
11. Responsible for upholding high standards of internal control and integrity of HR and Professional Standards documents including developing and maintaining a record management system on an ongoing basis.

General

12. Manage and develop staff to enable them to achieve their potential and meet the expectations of the Authority and ensure

they are engaged and motivated to deliver the Authority's priorities and objectives.

13. Conduct research and special projects as directed by the Chief Executive.
14. Represent the Authority externally as necessary.
15. Prepare reports and related correspondence dealing with issues or subject matter in ways that require considerable sensitivity, discretion, judgment, or negotiation in replying to including response to consultation or grievances, and identifying potential risks to the Authority.
16. Tracking, monitoring and following up the progress of actions, tasks, projects and workstreams and strategies that emanate from Chief Executive or members of the Authority. Contributing to strategic planning and business objectives.
17. Responsible for the management and organisation of meetings for the Authority including quality assuring papers, coordinating attendance, drafting agendas, taking minutes and distributing meeting packs, to ensure that Members are fully informed and meetings run smoothly.

Knowledge, Skills and Experience

Essential

1. Qualified to degree level or equivalent with a relevant professional postgraduate qualification such as a Diploma in Management Studies, MBA etc with significant experience of management and strategy.
2. Experience of planning business, management or executive processes
3. Senior level experience of dealing with policy and HR issues in the public sector or uniformed services.
4. Evidence of working collaboratively across a range of stakeholders or agencies, and an ability to understand the way that the Authority and the BTP interact with other agencies, such as the community and the industry.
5. Experience of handling confidential and sensitive information.

6. Ability to work within tight deadlines and respond rapidly to changing demands and deliver efficient follow-ups.
7. First class formal and informal oral and written communications skills which inspire credibility both internally and externally.
8. Ability to work as part of a corporate team and able to demonstrate and contribute to corporate cohesiveness with proven leadership and excellent team management skills, with the ability to stimulate thinking and actions in others.
9. The role requires the post holder to achieve a balance between tact and sensitivity inherent in dealing with senior members of the Authority and external organisations with the necessary assertiveness needed to ensure timeframes are met.
10. Intermediate level Microsoft Office, including Word, Outlook, PowerPoint, Excel, and Access.
11. Extensive knowledge and experience of the application of HR practices including recruitment, and familiarity with HR, FoI, DP, H&S administration procedures and requirements for compliance
12. Strong organisational and time-management skills, including the ability to prioritise work to meet deadlines.
13. Excellent administrative skills and attention to detail.
14. Flexibility in working hours
15. The ability to recognize the connections between issues and implications of actions.
16. Evidence of quantitative and qualitative analytical experience.

Desirable

1. An understanding of police regulations in relation to professional standards matters and the role of police authorities in relation to this.
2. Experience/understanding of police service and public sector
3. Knowledge of police terminology

4. Evidence of working to the effective resolution of customer complaints and an understanding of the appeals process and police conduct legislation.
5. Experience of project/programme management
6. Knowledge and experience of relevant HR legislation, practices & processes