Job Profile

Position Details	
Post	Business Manager
Service Area	Chief Executive, Public Health, ADPH London
Reports to	Head of Programme
Grade	PO4
Job Family	To be completed by HR

Role Purpose
1. Provide high quality business management to the ADPH London Team. 2. Provide high quality management of projects, business, communications and membership engagement activity. 3. Management and supervision of the Programme Support Officer.

Main Responsibilities

Business management & development

- Responsible for the overall business management and administration of the ADPH London programme office.
- Map and oversee maintenance of effective processes, templates, and guidance to support the smooth running of the programme, including the policy and consultation tracker.
- Collation and maintenance of the overall team business plan, tracking key milestones and identifying emerging issues in collaboration with the team.
- Champion and support the team in its use of technology to provide efficient and effective working, information sharing, recording and reporting.
- Responsible for the monitoring of the core budget and overseeing all administrative finance support, such as reconciliations, raising POs, payment of invoices, etc.
- Liaison and engagement with key officers within the host organisation (Haringey Council) that support the team's core business operations e.g. Finance, IT, HR.

Membership support & engagement

- Manage and coordinate membership induction and leaver processes and resources.
- Provide a high quality and professional support service to the network of Directors and senior public health professionals. For example responding to or overseeing responses to queries, collating information.
- Proactively promote the business objectives of the organisation, whilst working within a complex environment of completing demands and busy workloads.
- Manage a system of regional leadership roles including network elections where necessary - ensuring the lead roles are filled and clearly defined, that handovers and inductions take place, working with leads to review progress and ensure they feel supported, records are maintained.
- Manage and coordinate a high-quality programme of events for Directors and teams.

- Manage governance documentation and processes including the network's terms of reference and declarations of interest

Project management & development

- Ensure that the team utilises best practice in all aspects of project management, through providing hands on support to colleagues on the development of project documentation and processes.
- Project manage ad-hoc work and events.
- Develop and maintain a programme risk register.
- Facilitate good practice sharing and lessons learned between workstreams, and evaluation processes.
- Develop, maintain and update project plans, such as Gantt Charts and resource allocations.
- Manage the implementation of a programme of events, workshops, including evaluation, and ensuring outputs and feedback are captured and inform future work.

Communications & partnership

- Proactive communications and engagement with the ADPH London network of Directors, Assistant Directors and public health professionals.
- Manage the development and delivery of the programme communications plan.
- Maintain and develop the website and social media accounts – both in directly creating content and in facilitating the wider team to create content.
- Produce and edit materials promoting the purpose and activities of the network.
- Coordinate communications to members and stakeholders.
- Work with other leads and partner agencies to co-ordinate planning and action on cross-cutting work.

Other

- Line management of the Programme Support Officer.
- Contribute to the development of meeting agendas, despatch of papers, minute taking and following up on actions.
- Ad-hoc research and analysis e.g. gathering practice, approaches, for sharing.
- Undertake surveys and other research across the membership as required to ensure membership input and ownership of outputs.

Generic Responsibilities
1. Understanding, knowledge and ability to follow guidelines that ensures compliance with Health and Safety at Work, Data Protection and other statutory requirements.
2. Understanding and commitment to promoting and implementing the Council's Equal Opportunities policies.
3. Knowledge and experience of using IT.
4. To undertake any other temporary responsibilities aligned with the overall purpose and grade of the role.

PERSON SPECIFICATION

|	Knowledge, Qualifications, Skills, Experience and Abilities	Essential or Desirable
	Qualifications	
Q1	PRINCE2 qualified or equivalent	Desirable
	Experience	
E1	Experience of working in business management and administration	Essential
E2	Experience (≥ 1 year) of working within an NHS, local authority or other relevant setting, desirably in public health	Desirable
E3	Experience of working in a partnership or subscription organisation	Desirable
E4	Experience of using project management skills to take a piece of work through the project management cycle from a vision to an outcome	Essential
E5	Experience in managing internal and external stakeholders	Essential
E6	Experience of using financial management systems (e.g. SAP, Oracle)	Desirable
E7	Experience of working independently with limited supervision	Essential
	Knowledge, skills and ability	
K1	Good knowledge of business planning processes	Essential
K2	Good knowledge of financial processes required, with knowledge of public sector financial management desirable	Essential / Desirable
K3	Good knowledge of project management processes and principles	Desirable
K4	Awareness of the political, economic, financial and organisational complexities of local government and the NHS	Desirable
K5	Understanding of how to implement and deliver a communications strategy	Desirable
K6	Understanding of the commissioning process and the procurement process, within a public sector environment	Desirable
S1	Excellent time management and prioritisation skills, demonstrated by the ability to use own initiative to manage a number of projects simultaneously, ensuring planning, organising and prioritising workload to meet project deadlines and deliver agreed objectives within budget	Essential
S2	Excellent communication skills, demonstrated by the ability to present complex oral and written information, in a variety of formats to a variety of audiences	Essential
S3	High standards of attention to detail	Essential
S4	Intermediate to Advanced IT skills, including Word, Excel, PowerPoint, MS Project and E-mail	Essential
S5	High standard of numeracy	Essential
S6	Ability to work in an uncertain and evolving environment	Essential
A1	Ability to quickly assimilate and analyse a wide range of information, and translate this into written reports, briefings, articles	Essential
A2	Ability to provide and receive highly complex, sensitive, or contentious information, complying with data policies	Essential
A3	Ability to work in partnership with other organisations and develop trusting relationships, including with senior officers and stakeholders	Essential
A4	Ability to use financial management systems	Essential
A5	Ability to line manage and supervise	Essential
	Other	
O1	Commitment to excellent public services	Essential
O2	A 'can do' attitude focused on solutions	Essential
O3	Values team working	Essential
O4	Demonstrates honesty and integrity and promotes organisational values	Essential

Main Contacts & Other Information

Main Contacts:

- Directors of Public Health from all London Local Authorities
- ADPH London Programme Team
- London Councils
- ADPH UK
- Public Health England (London)
- NHS England London
- Staff working across other ADPH regions

Other Information:

Location: This position is based across Haringey Council offices (Wood Green) and London Councils (London Bridge), with occasional working across London boroughs.

Organisational Structure
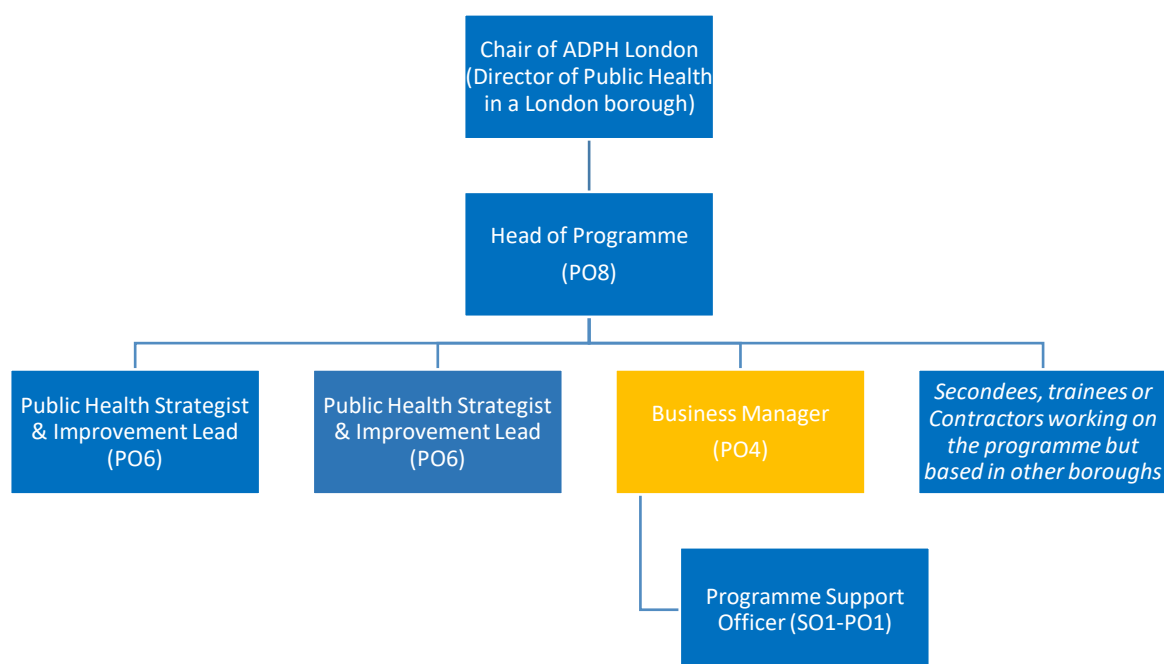
Additional Information

Please complete the additional information as fully as you can.

Supervision / Management of People				
Please indicate which group best describes the total number of staff the post holder is responsible for:				
None	Up to 5 staff	6 to 15 staff	16 to 49 staff	50 plus staff
	x			
Are the staff based at the same work location?				n/a
Will the post holder be responsible for contract / agency / project staff?				Yes

In the normal course of their duties would it be reasonable to expect the job holder to undertake, or be involved in, any of the following on a regular basis.

If Yes, please provide an estimate of the % of their working day this involves.

Work Environment					
Activity	Yes/No	% of working day	Activity	Yes/No	% of working day
Office duties.	No		Use of a computer.	Yes	90%
Audio typing.	No		Crisis or conflict situations.	No	
Walking more than a mile.	No		Manual handling.	No	
Working alone or in isolation.	No		Working in confined spaces.	No	
Driving a car, van or minibus.	No		Preparing or serving food.	No	
Exposure to infectious diseases, e.g. Tuberculosis (TB) or Hepatitis B.	No		Working in awkward positions, e.g. stooping, bending, reaching.	No	
Exposure to substances hazardous to health, including lead, asbestos or radioactive substances.	No		Operating heavy or hazardous machinery including forklifts, diggers or cranes.	No	

Work Environment					
Activity	Yes/No	% of working day	Activity	Yes/No	% of working day
Regular and repetitive movements.	Yes	90%	Working shifts / unsocial hours, nights.	No	
Outdoor work involving uneven surfaces.	No		Standing or sitting for prolonged periods.	Yes	90%
Working shifts / unsocial hours / nights.	No		Working at heights / on ladders, roof work.	No	
Teaching, or responsibility for, children.	No		Outdoor work involving extremes of temperature.	No	
Electrical hazards.	No		Control and restraint.	No	

Resources – identify & list personal and identifiable accountability for physical and financial resources including those of clients:
No
Cash/Financial Resources - Is the post personally and identifiably accountable for the accurate handling / security of cash and cheques? If yes, specify the average amount controlled at any one time and the nature of the accountability:
N/a
Plant/Equipment - is the post personally accountable for the proper use / safekeeping of plant / equipment? If yes, please indicate the type(s) of plant/equipment and the nature of the accountability:
Council assigned IT equipment including laptop
Stocks/Materials - Is the post personally accountable for materials / items of stock? If yes, please indicate the type and approximate value and the nature of accountability:
No
Data Systems - is the post personally accountable for the use, manipulation and safekeeping of data systems whether manual or computerised? If yes please indicate the type of system(s) and the nature of the accountability, whilst explaining the importance of the data systems to the Council's operations:
Use of shared drive and maintenance of files and folders in line with team working practices
Buildings - Is the post personally accountable for the proper use and safekeeping of buildings? If yes please indicate the type of building(s) concerned and the nature of the accountability:
No