



# HM Prison & Probation Service

## HQ Job Description (JD)

### Band 8

### Group Family: Business Manager

### Job Description: Senior Business Manager

<b>Document Ref.</b>	HQ-JES-2357_Senior Business Manager_3.0
<b>Document Type</b>	Management
<b>Version</b>	3.0
<b>Classification</b>	Unclassified
<b>Date of Issue</b>	17/07/19
<b>Status</b>	Baselined
<b>Produced by</b>	Head of Group
<b>Authorised by</b>	Reward Team
<b>JD Evidence</b>	

# HQ Job Description

<b>Job Title</b>	Senior Business Manager
<b>Directorate</b>	Business Manager
<b>Band</b>	8

<b>Overview of the job</b>	<p>The role will look to support the Directorates Director to provide leadership and management across the Agency dealing with a diverse range of issues, which includes liaison with the offices of Ministers, the Permanent Secretary, other Government Departments including No.10 and Cabinet Office, Director Generals and Directors.</p> <p>The environment is demanding and the post holder will need strong influencing and relationship management skills and develop a strong level of knowledge of high priority issues across the range of Agency business. The post holder will be able to speak authoritatively about the work being undertaken and make decisions that reflect the needs and priorities of the Director. The post holder will undertake projects and pieces of work on behalf of the Director.</p> <p>The post holder is responsible for supporting the Director, ensuring they are fully briefed on all pertinent issues in readiness to represent the organisation at both internal and external meetings.</p> <p>May have line management responsibilities of a small team</p>
<b>Summary</b>	<p>This is a busy and varied role that sits in the Director's private office, requiring close working with Directors across a range of responsibilities as well as with colleagues in CEO/COO, finance, Private Office Directorate, Press Office and working-level leads within the HMPPS and MOJ. It offers a unique oversight of the business that covers a wide range of operational and reform responsibilities.</p> <p>The role is responsible for ensuring that the Director has the information they need, alerting them to the key actions which they are required to take and progressing actions on their behalf.</p> <p>The role requires excellent organisational and interpersonal skills, working in a demanding and fast-paced private office environment, to ensure that the Director is able to make informed, responsive decisions about the business.</p>
<b>Responsibilities, Activities &amp; Duties</b>	<p>Working as part of a small team the role is busy, varied and high profile within the HMPPS and the wider Department. The post holder will be expected to work flexibly within the team to ensure that the office supports HMPPS across the range of functions, showing the requisite discretion when dealing with sensitive issues and information, and remaining calm under pressure. The post holder will be expected to work confidently with staff at all levels and present information clearly and succinctly at senior management meetings.</p> <p>The post holder will be required to carry out the following responsibilities, activities and duties:</p> <ul style="list-style-type: none"> <li>- Ensuring the Director is sufficiently briefed for meetings, Parliamentary appearances, events etc.</li> <li>- Being the key point of contact for the Director, supporting and enabling them in their leadership of the organisation and understanding and promoting their priorities, including organisational performance and risk.</li> <li>- Working closely with Directors and Directors' business managers across the organisation on urgent, high profile and high priority work, ensuring it is in line with their Director's requirements.</li> </ul>

	<ul style="list-style-type: none"> <li>- Working closely with Ministerial Private Offices, Permanent Secretary's Office and press office, holding meetings as there will be occasions the role will need to represent the directorate in a strategic context.</li> <li>- Ensure that action is taken by the business to ensure deadlines are met through commissioning work on behalf of the Director.</li> <li>- Oversight of any reporting into the MoJ on behalf of the Director, ensuring this is properly actioned.</li> <li>- Oversight of key external stakeholder relationships with the Director.</li> <li>- Responsible for all SCS recruitment issues.</li> <li>- Be an active member of the SMT, contributing advice and knowledge from pan directorate position.</li> </ul> <p>The duties/responsibilities listed above describe the post as it is at present and is not intended to be exhaustive. The post holder is expected to accept reasonable alterations and additional tasks of a similar level that may be necessary. Significant adjustments may require re-examination under the Job Evaluation Scheme and shall be discussed in the first instance with the post holder.</p>
<b>Behaviours</b>	<ul style="list-style-type: none"> <li>• Changing and Improving</li> <li>• Making Effective Decisions</li> <li>• Managing a Quality Service</li> <li>• Leadership</li> <li>• Communicating and Influencing</li> <li>• Delivering at Pace</li> <li>• Working Together</li> </ul>
<b>Strengths</b>	It is advised strengths are chosen locally, recommended 4-8.
<b>Essential Experience</b>	<p>N.B. Converting job descriptions to the new Success Profile format means areas captured in experience could also be assessed as a strength. Vacancy managers should use their own judgement to decide where best to assess these.</p> <p>Excellent analytical and drafting skills</p>
<b>Technical requirements</b>	Good understanding of HR implications and responsibilities, financial compliance for budget management and procurement
<b>Ability</b>	<p>The ability to understand, interpret and summarise complex information</p> <p>The ability to interact with and influence senior staff and stakeholders</p>

<b>Minimum Eligibility</b>	<ul style="list-style-type: none"> <li>• All candidates are subject to security and identity checks prior to taking up post.</li> <li>• All external candidates are subject to 6 months' probation. Internal candidates are subject to probation if they have not already served a probationary period within HMPPS.</li> <li>• All staff are required to declare whether they are a member of a group or organisation which HMPPS consider to be racist.</li> </ul>
----------------------------	--

<b>Hours of Work (Unsocial Hours) Allowances</b>	
--	--

## Success Profile

Behaviours	Strengths	Ability	Experience	Technical
			N.B. Converting job descriptions to the new Success Profile format means areas captured in experience could also be assessed as a strength. Vacancy managers should use their own judgement to decide where best to assess these	
Changing and Improving	It is advised strengths are chosen locally, recommended 4-8	The ability to understand, interpret and summarise complex information	Excellent analytical and drafting skills	Good understanding of HR implications and responsibilities, financial compliance for budget management and procurement
Making Effective Decisions		The ability to interact with and influence senior staff and stakeholders		
Managing a Quality Service				
Leadership				
Communicating and Influencing				
Delivering at Pace				
Working Together				