

Centre for Public Scrutiny Business Manager

£39,660 – 48,867 (depending on experience) + 30 days' annual leave

How to apply:

Thank you for your interest in the Business Manager role. To apply you should send us:

- Your CV (setting out your qualifications and work history, where applicable)
- A covering letter setting out how you meet the requirements in the person specification below. The remaining criteria will be covered at interview.

Please send these documents by e-mail, in MS Word format or PDF, to Fateha.begum@cfps.org.uk by **5pm on Tuesday 30 May 2017**. Applications received in other file formats or on paper or after this time will not be considered.

All applicants will be contacted on or around **7 June 2017** to be advised whether they have been shortlisted. Unfortunately, we will be unable to provide feedback to candidates who are not shortlisted.

Interviews will take place on **Tuesday 13 June 2017** at our offices in 77 Mansell Street, London. If you will be unavailable on this day or have time restrictions, please clearly indicate this on your application. Details of any interview requirements will be provided to shortlisted candidates.

Equality: CfPS is committed to the principles of equality both in the application process and in terms of employment. As far as possible we have designed this application process to be accessible to people with different needs and characteristics, but if you feel that you have characteristics which will require specific consideration or reasonable adjustments as part of the application, interview and selection process then please let us know.

Please check our jobs page for information relevant to the job cfps.org.uk[job page] or if you have any queries about any part of your application, or the application process, please contact Tim Gilling via tim.gilling@cfps.org.uk

Job description – Business Manager

Job purpose

To ensure excellent delivery and fully satisfied customers.

To generate income to fund your position and contribute to CfPS' financial sustainability by meeting agreed income targets.

Length of appointment	This is a permanent appointment, depending on a six-month probationary period. The postholder will be an employee of the Centre for Public Scrutiny Ltd.
Hours	37.5 hrs per week (full time)
Pay	Home based - £39,660 - £45,428 (excluding London Weighting) London based - £43,099 - £48,867 (including London Weighting)
Benefits	30 days holiday, plus Bank Holidays. CfPS has its own pension scheme details of which can be made available.
Accountability	Reports to Director (Tim Gilling)
Location	77 Mansell Street, Aldgate, London (we share an office with CIPFA) The position will require time to spent in the London office for team meetings, etc. as well as UK-wide travel.

Job Duties

1. Responsible for managing the delivery of CfPS' programmes, projects and consultancy to an excellent standard, meeting the client specification and ensuring a sustainable income is generated.
2. Contributing to the development of a range of products and services which anticipate and respond to customer need and lead to a positive, measurable impact.
3. Supporting business development activities and leading on bids as required.
4. Developing a flexible, responsive network of expert associates and partners to meet delivery demands.
5. Undertaking delivery of specific projects, programmes, training and consultancy as required to an excellent standard and which result in fully satisfied customers.

6. Providing effective performance management, business analysis and reporting as required to inform impact evaluation, product development, marketing and campaigns.
7. Playing an active role as a member of the CfPS team and encouraging and supporting behaviour change and driving process and performance improvement.
8. Providing effective performance management, business analysis and reporting to the CfPS Trustee Board and for other purposes as required.
9. Working closely with the Head of Communications, Directors and Chief Executive to ensure that CfPS's programmes, projects and consultancy are marketed effectively.
10. Proactively using CfPS systems, including CRM and Agresso, as well as IT, finance and admin processes.

Person specification:

<p>1. Significant governance and/ or scrutiny expertise and experience, ideally operating at a senior level in local government, health or other public or private sector role. Or could be gained through experience of working with colleagues/ clients at a senior level.</p> <p>2.</p>	<p>Essential</p>	<p>Application and interview</p>
<p>3. Adept at public speaking, training, providing consultancy/ change support and navigating challenging 'political' situations</p>	<p>Essential</p>	<p>Application and interview</p>
<p>4. Experience of developing tender responses and product development.</p>	<p>Desirable</p>	<p>Application and interview</p>
<p>5. Experience of achieving income targets.</p>	<p>Desirable</p>	<p>Application and interview</p>

6. Expert programme management experience of a diverse range of programmes, projects and bids including resource planning, monitoring and reporting.	Essential	Application and interview
7. Have a passion for the value and principles of good governance, public scrutiny, public service transformation and democracy.	Essential	Application and interview
8. Be a positive, dynamic, creative and supportive team member	Essential	Application and interview

Core competencies – explored in the interview

- **Building teams**
Working collaboratively across CfPS; building effective project teams
- **Strategic thinking and problem solving**
Contributing to the forward direction for CfPS; developing creative, workable solutions to client and business challenges and opportunities
- **Delivering results**
Project managing effectively to deliver high quality results
- **Customer and commercial focus**
Building customer and sector relationships; developing and delivering services, products and projects which meet or exceed customer needs in a profitable manner
- **Positive communication**
Creating a positive impression on others reflecting CfPS' purpose and values; exerting influence in an assertive manner; clear and effective expression of information